HOUSTON HIGH SCHOOL
STUDENT HANDBOOK

2012 – 2013

Mr. Charlie Malam, Principal
Mrs. Jody Jarrett, Assistant Principal
Mr. Scott Dill, Superintendent of Schools

Houston R-1 School District
423 W. Pine Street
Houston, MO 65483
High School Office: 417-967-3024 ext. 451

TIGER PRIDE

Welcome to Houston High School **–**

HHS is a comprehensive high school offering units of credit in various areas of study. We also offer four dual credit courses. The curriculum empowers each student to acquire the skills necessary to succeed in today's society. Various clubs, organizations, and activities are provided in hope that each student will explore various areas and develop into well-rounded, productive members of society prior to leaving high school. Houston High School is embracing the philosophy of Professional Learning Communities with a focus on what students are learning, building a collaborative school culture among all faculty members, and authentic student results.

Missouri's Department of Elementary and Secondary Education accredits HHS with distinction in performance. This is the highest rating established by the department. The school has received the Distinction in Performance Award for nine consecutive years.

The A+ Schools Program offers students a challenging Math, Science, and English curriculum designed to prepare them for the work force and/or encourage them to seek additional training at a postsecondary vocational/technical school or community college.

HHS implements a routine, systematic academic intervention called ATLAS – All Tigers Learn at School. ATLAS takes place every Monday, Tuesday, Thursday and Friday and lasts for 31 minutes each day. The goal is to provide students an opportunity to receive academic assistance in classes in which they are struggling, or attain enriched learning in classes of their choosing.

It is our goal at HHS to ensure students not only gain the academic, social, and career skills necessary to succeed in today's challenging world, but to become creative thinkers and innovative problem solvers of the future. I want to challenge all students to take **PRIDE** in their education and school by taking **P**ersonal **R**esponsibility **I**n **D**oing **E**verything. I know together we will be able to take **PRIDE** in being a Houston Tiger!

Sincerely,

Charlie Malam
High School Principal

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HIGH SCHOOL STAFF
2012-13

Administrative Staff	
Mr. Charlie Malam	High School Principal
Mrs. Jody Jarrett	Assistant Principal
Mr. Scott Dill	Superintendent of Schools

Staff	Department
Daryl Betts	In-School Suspension
Michelle Brinkley	Family & Consumer Sciences
John Buse	Science
Skye Carrasquillo	Physical Education/Health
Gina Chambers	Speech/Debate/Drama
Sam Chilcutt	Special Education
Robert Coffey	Business
Sandy Cremer	English
Sherri Gale	English
Sherry Gatlin	Librarian
Brent Hall	Physical Education
Sandra Haney	Special Education
T.J. Hinkle	Building Trades
Greg Huffman	Mathematics
Craig Hurst	English
Maggie Jadwin	Alternative School
Brent Kell	Physical Education/Athletic Director
Terry Keller	Art
Van Kirkwood	Agriculture
Sylvia Lyons	Foreign Language
Pat Oakley	Special Education
Jan Perryman	Special Education
Emily Peterson	Science
Richard Rose	Social Studies
Michael Roy	Instrumental Music
Bobbi Sears	English
Jennifer Scott	Special Education
Alyssa Smith	Counselor
George Snelling III	Business
Gary Spencer	Mathematics
Jeri Welch	Social Studies
Beth Williamson	Vocal Music
Dana Wilson	Mathematics
Randi Wilson	Science
Gale Wright	Social Studies

Secretarial Staff

Julee Chipps	Secretary to the Principal
Glenda Jones	Secretary to the Curriculum Coordinator
Lisa Malam	Secretary to the School Counselor & Athletic Director

Custodial, Paraprofessional and Support Staff

Holly Atteberry	Nurse
Dan Backus	Custodial Services Coordinator/Custodian
Bob Hart	Custodian
Jody Jarrett	Special Education Process Coordinator
Joyce Jones	Food Service Director
Ken Kautzman	Technology Director
Audrey Kell	Curriculum & Instruction Coordinator
Chuck Lee	Custodian
Stephanie Martin	Paraprofessional
Donald McCallister	Building Maintenance
Joe Montgomery	Bus Maintenance & Transportation Director
Jason Morgan	Building Maintenance
Michele Moseley	Nurse
Gaylord Ragain	Custodian
Jenny Sawyer	Nurse
George Snelling	Custodian
Sherry Walser	Paraprofessional

Head Coaching Staff

Skye Carrasquillo	Volleyball
Brent Hall	Baseball, Softball
John Jordan	Tennis
Brent Kell	Girls Basketball, Golf, Athletic Director
Billy O'Neil	Football, Track
Richard Rose	Boys Basketball
Bobbi Sears	Cheerleading

SCHOOL SONG

SO HERE'S TO DEAR OLD HOUSTON,
SHE'S TRIED AND TRUE.
GLADLY WE'LL BACK HER
IN WHAT SHE MAY DO.
SEE THE FOE IS TREMBLING,
TREMBLING WITH FEAR.
PUSH, PULL FOR HOUSTON WITH CHEER ON CHEER!!

HHS FIGHT SONG

ONWARD TIGERS, ONWARD TIGERS,
FULL OF PEP AND VIM,
COURAGE TIGERS, KEEP ON FIGHTING,
WE WILL SURELY WIN.
RAH! RAH! RAH!
WE WILL ALWAYS LOVE YOU
IF YOU MAKE OUR COLORS FLY.
WIN ANOTHER VICTORY FOR HOUSTON HIGH!

SCHOOL CALENDAR
Houston R-I School District
2012-2013 School Year

August 16	First Day of School
September 3	No School- Labor Day
October 15	End of 1st Quarter
October 25	Early Dismissal- 12:34
	Parent Teacher Conferences- 1:00pm-7:00pm
October 26	No School
November 21- 23	No School- Thanksgiving Break
December 19	End of 2nd Quarter/End of 1st Semester/Early Dismissal 12:34
Dec. 20-Jan. 2	No School- Christmas Break
January 2	Teacher Professional Development
January 3	School Resumes
January 21	No School- Martin Luther King Day
February 15-18	No School- President's Day
February 28	Out at 12:34 Parent/Teacher Conferences
March 1	No School
March 11	End of 3rd Quarter
March 28- April 1	No School- Easter Break
April 2	Students return from Easter Break
May 16	Last Day of School/Early Dismissal – 12:34
	End of 4th Quarter/2nd Semester

EVERY WEDNESDAY STUDENTS WILL HAVE EARLY RELEASE AT <u>2:00 P.M.</u>

Make-up Days (in order): Jan. 21, Feb. 15, March 16, March 28, May 17, and May 20, May 21.

Protected Days: February 18, March 29, April 1

GENERAL INFORMATION

Alcohol/Drugs/Paraphernalia – Missouri Statutes
Sale or distribution of alcohol or other drugs and paraphernalia, or substances represented to be such, including legal and illegal drugs and paraphernalia, while on school premises or at school related functions, is prohibited.

UNLAWFUL DISTRIBUTION OF A CONTROLLED SUBSTANCE, ON OR WITHIN ONE-THOUSAND (1,000) FEET OF THE PROPERTY COMPRISING ANY PUBLIC OR PRIVATE SCHOOL IN THE STATE OF MISSOURI, IS A CLASS "A" FELONY PUNISHABLE BY IMPRISONMENT OF NOT LESS THAN TEN (10) YEARS WITHOUT PROBATION OR PAROLE. MO. STATUTE 195.214.

Articles Prohibited
Students will not bring to school articles that are either disruptive to the educational process, and/or of such value, that the items are in danger of being stolen. This includes, but is not limited to: firecrackers, toys, radios, tape players, electronic games, collector cards, game playing cards, stereos, video cameras, cell phones, etc. Such items will be confiscated and returned at the appropriate time.

The school will NOT be responsible for items of value belonging to students that are lost or stolen while at school or attending a school activity.

Assemblies
Assemblies are an important part of the educational program of our school. Assemblies are generally comprised in two types:

1. Programs provided by our own students under faculty direction.
2. Programs of educational or informational nature from outside individuals. Students are expected to be courteous and respectful to all performers and considerate of those around them. Good manners will be expected at all times.

Since assemblies are a part of the regular school program and held during the regular school day, attendance is required and students not in attendance are considered absent or truant.

ATLAS – All Tigers Learn At School
31 Minutes – Monday, Tuesday, Thursday and Friday

Students are assigned a specific location every three weeks depending on their grades. Once a student is assigned to a location, they may not move locations within those three weeks unless given permission by the office.
There will be three functional tiers –

- Tier One – Students with A's and B's
- Tier Two – Students with C's
- Tier Three – Students with D's and F's

KEY POINTS –

Emphasis will be placed on core classes (English, Mathematics Science, Social Studies). The ATLAS process will aide in…

1. Helping students become self-learners.
2. Increasing the quality and quantity of student work.
3. Enhancing the knowledge base of students from tier to tier.
4. Creating an atmosphere of positive motivation and raised self-esteem amongst the students.
5. Providing a stable structure for ALL students to be successful.
6. Increasing the graduation rate.
7. Securing an environment in which students can be recognized.
8. Raising accountability for both teachers and students.
9. Implementing an opportunity for successful students to be challenged.
10. Developing a systematic structure that properly identifies and places students in the respective tiers.

Bell Schedule

Time schedule for a regular school day:

1st Hour – 8:05-8:52 (47 minutes)
2nd Hour – 8:57-9:44 (47 minutes)
3rd Hour – 9:49-10:36 (47 minutes)
4th Hour - ATLAS – 10:41-11:12 (31 minutes)
5th Hour – 11:17-12:04 (47 minutes)
5th Hour – 11:47-12:34 (47 minutes)
    1st Lunch – 11:17-11:42 (25 minutes)
    MS Lunch – 11:42-12:09 (27 minutes)
    2nd Lunch – 12:09-12:34 (25 minutes)
6th Hour – 12:39-1:26 (47 minutes)
7th Hour – 1:31-2:18 (47 minutes)
8th Hour – 2:23-3:10 (47 minutes)

On Wednesdays, school will dismiss at 2:00 p.m. **ATLAS (4th Hour) WILL NOT TAKE PLACE ON WEDNESDAYS.** The bell schedule for Wednesdays will be:

1st – 8:05-8:46
2nd – 8:51-9:32
3rd – 9:37-10:18
5th – 10:23-11:04
6th - 11:09-11:59
6th - 11:39-12:29
    1st lunch – 11:09-11:34
    MS lunch – 11:34-12:04
    2nd lunch - 12:09-12:29
7th – 12:34-1:15
8th – 1:20-2:00

Books, Equipment, and Supplies
Valuable instructional time is lost when students do not have the necessary items needed to work in class. It is the responsibility of the student to have all of the materials necessary for that class with him/her before class begins.

Building Open (H.S.)
The High School building will be opened no later than 7:40 a.m. Please arrange your schedule to arrive no earlier than 7:40 a.m. If you must arrive earlier than 7:40 a.m. students will wait outside until 7:40 a.m. (unless they are under the direct supervision of a teacher/sponsor in the classroom. Normally the classrooms will be locked by 3:25 p.m. and the buildings will be locked by 3:30 p.m. to enable the custodians to clean the buildings. No student should be in the building after 3:25 p.m. unless working with a teacher, sponsor, or coach, and under his or her direct supervision at all times.

Calendar of Activities
A calendar of activities is kept in the Principal's Office. To eliminate conflicts, sponsors and student officers are urged to schedule events as early in the year as possible. The Principal will approve all dates before they are placed on the calendar.

Campus Passes
Students who must leave class must secure permission from the respective instructor and the student will carry a written pass. The classroom teacher will issue the passes before the student leaves the classroom. No student will leave campus without permission of the Principal and checking out through the office.

Care of School Property
Since school property belongs to all citizens, it is the responsibility of all of us to see that it receives proper care. Students are held responsible for care of all books, supplies, apparatus, or equipment furnished by the Board of Education. Students should do their part in keeping the buildings and grounds neat and clean. When property is damaged or lost, whether intentionally or inadvertently, it will be charged to the student responsible.

Check-Out Procedure
If a student must leave school during the school day, he/she must REPORT TO THE HIGH SCHOOL OFFICE, AND CHECKOUT, BEFORE LEAVING SCHOOL. The parent or guardian should provide the student with a note or call the school and give their permission for the student to be released. A parent must be present to check out a student during lunch. Upon their return to school, students should report to the High School Office.

Any student who leaves class/school without permission and without checking out through the High School Office is TRUANT. (See Truancy p. 36)

Closed Campus
The Houston High School operates a closed campus. Students are not to leave the school campus once they have arrived at school. Any student who leaves the school campus

without checking out through the High School Office is TRUANT.

Students are to stay west of the library building to eliminate problems from occurring with the Middle School students except when walking to school, walking to and from the parking lot before school, and when changing classes. Students are to remain in the designated areas during the scheduled lunch period. Those areas are the cafeteria and the outdoor eating area between the cafeteria and the middle school. Students bringing their lunch or eating carry in food will be required to go to the cafeteria.

Computer Usage at School

Computer and Internet access is available to students and teachers throughout the Houston High School. The goal in providing this service to both staff and students is to promote educational excellence by increasing resource sharing, improving access to information and developing global communications.

With access to computers and communication with people all over the world comes the availability of material that may be considered controversial. The Internet is commonly used for an uncontrolled, unregulated group of worldwide-networked information resources. Houston R-I educators firmly believe the valuable information and interaction available on this world-wide network far outweigh the possibility that users may find material that is not consistent with the educational goals of the school district.

The use of the computer network is a privilege that may be revoked by the building administrators and/or the network administrator at any time for abusive conduct. Such conduct would include, but is not limited to, those offenses listed in the "Technology Usage Board Policy."

Computer and Internet Acceptable Use Policy

Houston R-1 School District allows computer and Internet access for student, teacher, and staff use. This document contains the Acceptable Use Policy for your use of the district's Internet connection.
All students are granted access to the Internet through their classroom, library, or school computer lab unless that students' parent/guardian has a signed "Internet Denial Statement" on file in the technology director's office. The district treats the Internet as an educational resource just as the students' textbooks, workbooks, and supplemental educational resources.

A. Educational Purpose
   1. Houston R-1 School District's Internet connection has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
   2. Houston R-1 School District's Internet connection has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access through the system. You are also expected to follow the rules set forth in the student handbook and the law in your use of the network.

3. You may NOT use the Houston School District computer network or the school's Internet access for any of the following:
   a. offer, provide, or purchase products or services through the network of Internet
   b. political lobbying
   c. use of free e-mail accounts through the Internet (such as Hot Mail, Yahoo Mail, etc.)
   d. participate in any sort of "chat room"
   e. post personal account information about yourself or other people (including address, phone number, school address, etc.)
   f. gain unauthorized access to the network by logging in through another person's account
   g. make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses
   h. no computer disks will be allowed to be brought in or out of the district without being scanned for viruses
   i. downloading programs or files from the Internet
   j. engage in any other illegal act
   k. plagiarizing works you find on the Internet
   l. access material that is profane, obscene, or advocates violence, or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your teacher or librarian. This will protect you against a claim that you have intentionally violated this policy.

B. System Security

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

C. Your Rights and Searches/Seizure

You should expect only limited privacy in the contents of your personal files on the computer network system. The situation is similar to the rights you have in the privacy of your locker. Routine maintenance and monitoring of the computer network may lead to discovery that the student has violated this policy, the student handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents/guardians have the right at any time to request to see the contents of your files.

D. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the computer network.
2. In the event there is a claim that you have violated this policy you will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the student handbook.

E. Limitation of Liability
The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through Internet. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Daily Student Bulletin
The high school office will publish a daily student bulletin on the school's web page (www.houston.k12.mo.us). This will be available by the middle of the second period. The bulletin is read to students by their teachers during ATLAS (during 4th hour on Wednesdays).

Items to be printed in the bulletin should be turned into the high school office no later than 8:00 a.m. with the approval of the appropriate sponsor and written very legible.

Directory Information
Student names and photos are considered directory information and will be used on school web sites and media releases. Please notify the high school office if your child's name or photo should not be used.

Distribution of Materials
No organization will offer or distribute publications or materials to any or all of the student body either inside the educational facility or on school grounds without prior approval from the principal.

Dress Code
Students are expected to come to school properly dressed. Student dress should not be: indecent, obscene, immoral or suggestive, or construed as impairing the moral atmosphere of the school or the educational learning environment.

Clothing that is unacceptable includes:

1. Hats or head coverage inside the building. Students may not have anything covering his/her face.
2. Shirts exposing the midriff or mesh/see through shirts (including men's undershirts).
3. Shirts split down the sides.
4. Spaghetti strap shirts and shirts with only one shoulder strap.
5. Clothing with profanity, vulgarity, nudity, figures with scarcity of clothing, advertisements of alcohol or tobacco products.
6. Clothing with written or implied profanity or objectionable slogans.
7. Pants sagging below the natural waistline.
8. See-through clothing without appropriate clothing underneath.
9. Any top that also shows any part of an undergarment is also unacceptable.
10. Underarm openings must also be reasonable and the shirt design may not be

altered. Open back tops are not appropriate.

11. Shorts and dresses must be at least the length of the tips of a student's fingers when their arms are down at their sides. On some students, this may still be considered an unacceptable length.
12. Clothing that shows an undue exposure of the body.
13. Clothing with sexual words, slogans, drawings, pictures, cartoons, etc.
14. Chains and trench coats or inappropriate body markings.
15. Other distractive clothing as described in the following paragraph:

When, in the judgment of the administration, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. Objectionable clothing is determined by the administration.

Drills (Fire-Tornado-Disaster-Lockdown)

The signal for a FIRE DRILL is a single long ring of the bell. When the signal is given, the students will follow the teachers' directions and go directly to the exit designated by the teacher in charge in the manner prescribed by the teacher.

The signal for a TORNADO DRILL is a series of short rings of the bell. Students should follow teachers' instructions in every instance and proceed to the predetermined areas.

The signal for a DISASTER DRILL is a series of short-long-short rings. When the signal is given the students should follow the teachers' instructions.

A predetermined signal is known by the teachers for a LOCKDOWN; therefore students should follow the teacher's instructions.
All of the above procedures will be posted beside the doorway entrance inside every classroom.

Early Release

Each Wednesday, students will be released at 2:00 p.m. For students that cannot go home until 3:15 p.m., supervision will be provided in two areas: Gym and Cafeteria.

Electronic Devices (Personal Audio Devices/Cellular Phones/PDAs, IPODS, Earphones)

Because of disruptions and interruption of the educational process, students are not allowed to use electronic devices. This includes personal audio devices, cell phones, PDAs, electronic games, or any other portable electronic device on school property including buildings and classrooms between 7:40 a.m. and the end of the school day. The owner of the electronic devise is responsible for the usage of the devise. This includes allowing someone else to use it (in which case, all students involved would receive discipline according to the discipline code). Students who violate this policy are subject to disciplinary action under the student code of conduct for TECHNOLOGY MISCONDUCT.

Field Trips

Clubs or organizations that will take field trips during the school day will be held to the

guidelines established in the extra-curricular activities handout that will be distributed by the sponsor of the club or organization. Prior to the field trip, students are responsible to obtain class assignments and/or homework that will be missed while on the field trip. This work is due no later than two days following the return from the trip. Students who do not ask for work ahead of time may receive a zero (0) for that work. Students must ride school transportation to the event. The parent/guardian may sign the student out at the event if necessary.

Fines and Fees

The master fine/fee list is updated each quarter. All fines/fees must be paid before a student may participate in activities for that quarter (athletic events, field trips, contests, etc.). Also, students owing fines/fees will not receive their requested transcripts, prom ticket, be allowed to participate in graduation ceremonies or receive their diploma until all fines/fees are paid. ALL FINES AND FEES MUST BE PAID AT LEAST ONE TO TWO DAYS PRIOR TO ANY TRIP OR ACTIVITY.

Lockers

LOCKS WILL BE PROVIDED UPON REQUEST, AND IT IS HIGHLY RECOMMENDED THAT ALL STUDENTS KEEP A LOCK ON THEIR LOCKER

Lockers will be assigned to each student through the School Counselor's office. This will provide a convenient place for storage of personal property. Articles are left in lockers at your own risk, but an attempt will be made to help locate missing or lost property. Students taking physical education will be assigned a locker to use for the period. It is strongly advised that locks be utilized to provide some measure of security.

You are responsible for any damage to your locker. Students are to use only the locker assigned to them. All lockers are to be kept closed at all times and all books, paper, etc., are to be kept inside of the lockers- not on top of them. Do not over pack your locker, causing damage or the inability to secure your belongings.

Student lockers are for the convenience of the student. This privilege can be taken away if the student abuses the locker or uses it to hide alcohol, drugs, weapons, stolen items, or any other material that does not belong in school. Lockers will be inspected by the administrative staff at any time, for any available reason, without prior notification to the students.

Loitering

All students on campus will be required to attend classes according to their schedules.

Non-students will not be permitted on campus without authorization from the High School Office. Loitering on campus will not be permitted. Failure to leave when advised will cause trespassers to be subject to disciplinary action including prosecution and/or notification to the police department. Non-students are not allowed in class while school is in session.

Lost and Found

The lost and found department is maintained through the high school office. Students who either find or lose items should report to the office. The loss of property may be minimized by placing the owner's name on every item or article, keeping valuable items

and large sums of money at home, and by keeping items under lock and key. All items not claimed within a reasonable time period will be disposed of.

Middle School Building

The following instructions will be followed concerning High School students' use of the Middle School Building:

1. Students enrolled in P.E. classes who may occasionally use the middle school gym are to enter and leave only through the North gym doors.
2. High school students who go to the middle school for any other reason than a regularly assigned class must have a pass signed by the high school office giving such authorization.
3. High school students are to use the restroom and water fountains in the high school building. High school students are not allowed to use those in the middle school building.

High school students are to stay west of the library (separate from the middle school) prior to 8:05 a.m. except when walking to school or to or from the parking lot. No students are to be in or standing in front of the gymnasium before 8:05 a.m.

HIGH SCHOOL STUDENTS ARE NOT TO HAVE ANY CONTACT OR ASSOCIATION WITH MIDDLE SCHOOL STUDENTS DURING SCHOOL HOURS (7:40a.m.-3:10p.m.). STUDENTS VIOLATING THIS RULE WILL BE SUBJECT TO DISCIPLINARY ACTIONS!!

Non-Discrimination

Houston Schools believe in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the students, the educational programs and services of the district.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The administrator will continue all necessary actions to ensure that discrimination does not occur in the educational program or activities of the school.

Students are enrolled in the class of their choice and capability regardless of their race, color, creed, sex, national origin, or handicapping condition.

Any written complaint or allegation of discrimination may be presented to the Superintendent for investigation and recommendations.

Non-Discrimination on the Basis of Sex

The board declares that the school district does not and will not discriminate on the basis of sex in the educational programs, activities, and vocational opportunities offered by the district. The provisions of Title IX extend to students with regard to educational opportunities. It will be the policy of the district to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to sex to all of its students.

Parking Lots

PARKING ON SCHOOL GROUNDS IS A PRIVILEGE. FAILURE TO FOLLOW THE RULES WILL RESULT IN THIS PRIVILEGE BEING TAKEN AWAY.

Students will park in the following school designated student parking lots:

1. Parking lot east of the high school gym.
2. Parking lot north of the band room in the lined parking spaces from the northeast corner of the band room down the hill. Anything directly behind the band room up to the outdoor basketball courts is **Staff Parking ONLY.**
3. Area in front of the football locker room on the Big Red Building lot.
4. Parking lot west of the swimming pool.
5. ALL handicapped spots must be open - even after school hours - for people displaying a handicap plate or tag. Fines can be imposed for violators.

Students **WILL NOT** park along the rock wall in front of the school. These areas are reserved for visitors and assigned parking spots.

Students will not be permitted to drive vehicles on the following school streets during the school day between the hours of 7:30 a.m. to 3:10 p.m. to help provide for student safety on the campus.

1. Street between the high school building and the Big Red Building.
2. Street between the superintendent's office and the high school gym.

The street between the superintendent's office and the high school gym and the street between the Big Red Building and high school building are ONE WAY streets.

All motor vehicles used by students will be parked upon arrival at school and students will not be permitted to move them until the end of the school day (this includes during lunch time) with the following exceptions:

1. Seniors with approved internship programs reporting to and from work at the beginning of 8th period.
2. Emergencies that require a motor vehicle. The student must receive approval from the proper authority in the high school office and check out through the office.
3. Students receiving permission from the high school office for extenuating circumstances.

Students are not permitted to visit or loiter in the parking areas. Sitting on or in motor vehicles is also prohibited.

Students should not drive through the parking lots. Once a student enters a designated student parking area, the vehicle must be immediately parked. Students are to exit the high school parking lot when leaving school at 3:10 p.m. or 2:00 p.m. using the north exit toward Spruce Street or the south exit turning east. Students should avoid driving by the high school and middle school until dismissal ends at 3:25 p.m.

Students who fail to drive in a safe and courteous manner should expect disciplinary action. Such action will be in accord with the disciplinary code of Houston High School and/or reporting the incident to the police department. Student drivers should take all actions to ensure safety for themselves and others.

Students are asked NOT to park along Bryan Street, in front of the elementary building.

Passing Time Between Classes

The schedule allows five minutes to change classes. Students, especially those who change buildings between classes have little time to waste. Proper planning and utilization of time will help eliminate tardy problems. If you have an injury or other problems, which will cause you to be tardy, please contact the high school office.

Plagiarism

When plagiarism or any other form of academic dishonesty occurs, the student will not receive credit for the assignment, essay, research paper, quiz, test, project, etc.; and this score will not be dropped from the overall average grade.

DEFINITION OF FABRICATION OR OTHER MISCONDUCT IN RESEARCH:
Fabrication is unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise. Misconduct in research is any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.

DEFINITION OF PLAGIARISM:
Plagiarism is using any part or form of published or unpublished work or sections of a work of another person without full and clear acknowledgement. Plagiarism includes but is not limited to using direct quotations, paraphrasing, or summarizing material without citing the sources by using in-text citation and end documentation. This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism. Plagiarism is using someone else's work, words, charts, diagrams, etc. without giving the person credit (in-text citation and end documentation) for the ideas, words, drafts, graphs, etc. which are paraphrased, summarized, or quoted. Plagiarism is not acceptable in any form or at any level of education or in the world of work. Students who commit "intentional plagiarism" may expect the penalty of failing the course. Unintentional plagiarism (for example, paraphrased material is improperly documented) will receive an "I" (Incomplete) grade, with the expectation the paper will be rewritten in a

timely fashion and the plagiarism eliminated. In these circumstances, the teacher may lower the grade.
If the paper, which is to be rewritten to avoid unintentional plagiarism, is not revised but resubmitted without any effort to eliminate the plagiarism, the result will be a "0" for the paper. If the paper does not make the revised copy due date, the result will be a "0" for the paper and disciplinary action. If the paper is revised and rewritten and an effort has been made to eliminate the plagiarism, but the paper does not meet the requirements of correct documentation and/or does not meet the revised copy due date, the student will receive a "0" for the paper and possibly fail the course. This a one-time chance to correct the "unintentional plagiarism;" any repeat of plagiarism will be considered as "intentional plagiarism." When plagiarism occurs, the teacher will fill out
a disciplinary referral and the consequences will follow the student discipline code.

Posting Printed Items
Materials are not to be posted on the walls or bulletin boards. All posted items must be approved by the building principal. The item(s) will be posted only in the area(s) designated by the principal. Student(s) will take down the materials on or before the specified date.

Prom
Traditionally, the junior class performs specific services to honor the senior class. Each Spring, the junior class has the responsibility of preparing the Junior-Senior Prom. MO-Options students will only be able to attend prom with administrative approval. Students who graduate early may only attend prom as a guest.

Residence
Students who move or change addresses are required to notify the high school office. This is essential to ensure that all records are accurate.

Responsibilities (Students)
It is the responsibility of the students and staff of our school to learn and obey the district's policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students; therefore please do not ask that exceptions be made.

Remember that teachers are employed to aid and help students. Please feel free to contact them in the settlement of your problems. Students should always remember to address or refer to their teacher as "Mr." "Mrs.", or "Miss". **DISRESPECT TOWARDS ANY SCHOOL EMPLOYEE WILL NOT BE TOLERATED.**

Students are expected to respect teachers, staff, and other students and act accordingly; be responsive to the requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school sponsored activities; refrain from any behavior that would embarrass or discredit yourself, your parents, your school, or your community.

Selling in School
No article will be sold by or to the students at school or under the direction of the school

except, those approved by the building administrator. Only fund-raisers for school groups and organizations will be approved.

Shuttle Buses

Buses are provided for students who have classes in the vocational building. The buses are scheduled to leave at a definite time. Students will ride them and must be at the buses on time. The same rules of courtesy, good manners, and respect for private and public property will be displayed in the shuttle buses that are expected in any other part of the campus. Violations of good behavior will be dealt with according to the disciplinary code of the high school. All students will be required to ride the school's shuttle busses when attending classes in the Vocational Building. Seniors are to ride the front shuttle bus – juniors, sophomores and freshmen are to ride the back shuttle bus.

Skateboards/Bicycles

In order to best provide for the safety of students and pedestrians, students are not to use skateboards, bicycles, etc. on school property from 7:20 a.m. to 3:30 p.m. or at any school activity (from one hour from the start of the activity to one hour after the activity is concluded).

Student Directory Information

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received photographs and other similar information. If you do not want this type of information about your child released, please send a note to that effect to your child's principal (Be sure to include your child's name, date it, and your signature).

Study Habits

The development of effective work habits and study skills is probably the most important achievement of any school student. Good habits of work and study seem to transfer from one type of activity to another to a greater extent than almost any other learning gained in school or elsewhere. The following are suggestions for improving study and developing good work habits:

1. Develop the desire to learn.
2. Know exactly what is to be done (follow the instructor's and textbook instructions).
3. Keep up to date in your homework (keep a list of the assignments to be completed).
4. Make good use of your study time.
5. Listen carefully to the instructor in class.
6. Study in a quiet place at home.
7. As you read, keep in mind questions you are actually trying to answer.
8. Make notes as you read.
9. Relate new facts and ideas to known facts and ideas.
10. Prepare for examinations by doing your work day by day.
11. Learn to work independently, under your own direction and initiative.

12. If you have questions about your work arrange to talk them over with the instructor.
13. Be determined to succeed and stay with the task until it is completed.
14. Study with all necessary materials. A dictionary should be close at hand.
15. Summarize material frequently.

Telephones

Only in cases of emergency will students be called from class to accept phone calls. Important messages will be delivered to students. Students are only allowed to use the office telephone for emergencies. They must receive permission from their classroom teacher and office staff. School telephones are for school business. Personal calls by students should be made from the designated phone during the lunch period, before school, and after school.

USE OF PERSONAL CELL PHONES IS PROHIBITED DURING SCHOOL HOURS!

Textbooks

Textbooks are loaned to students. Notebooks, paper, and other supplies necessary for use in their courses are to be purchased by students.

Students are expected to take proper care of their textbooks. When not in use, books are to be kept in students' lockers. Students will be charged for lost or damaged books.

Tobacco

The use of tobacco, in any form is banned from all buildings at all times. Its use, in any form, is banned from all school property during the school day and during all school events. This includes smoking, chewing, and the use of snuff.

Use or possession of any tobacco product is prohibited for all students on any school property, including buses, during the school day, and during all school events. It is prohibited on all school provided transportation at all times, whether to/from a school sponsored activity. No student may possess or use tobacco while he/she is a member of a group participating in or traveling to or from an activity in which he/she is a participant.

The Houston Schools are a Smoke-Free, Alcohol-Free, and Drug-Free School Zone.

Tuition

Non-Resident students may be admitted by the Board of Education and on a tuition basis.

Visitors

All individuals visiting the school buildings, grounds, classrooms, or teachers (whether for personal reasons or for business) must obtain permission from the high school office. NO visitors are allowed in the classrooms during end-of-semester tests.

Parents are welcome at all times to visit the school, teachers, or contact the main office to discuss any school problem. Please call or check-in the main office for an appointment.

No preschoolers, non-Houston students, recent graduates, etc. will be allowed to visit the school classrooms (except during teacher preparation hours) due to the distractions and disruptions to the educational environment. Students **should not** bring visitors to school.

STUDENT SERVICES

Activity Hotline

Houston High School provides a computerized service to its patrons where students and/or parents can call the activity hotline phone number (417-967-3024 option #1) to obtain school activity information.

Food Services

Students are encouraged to eat breakfast and lunch in the school cafeteria. The cafeteria student purchasing and accounting procedures are computerized. The following procedures will be implemented:

1. All students desiring to buy anything in the cafeteria will must use the finger print method to purchase items.
2. A student must maintain a sufficient amount of money in his/her cafeteria food account to cover all items to be purchased in the cafeteria.
3. Money may be deposited in the morning by 8:10 in the cafeteria. If it is after 8:10 money may be deposited at the high school office.
4. Students are encouraged to deposit money on a weekly or monthly basis.
5. The above procedures apply to the entire student body (including free and reduced lunches and breakfast programs).
6. Cafeteria prices for meals are set annually:

	Breakfast	Lunch
Regular	**$1.05**	**$1.60**
Reduced	**$.30**	**$.40**
Free	**- 0 -**	**- 0 –**

7. Please clean up after yourself and the area where you sit before leaving the cafeteria.
   The school has provided picnic tables east of the cafeteria. Students must keep the area free of litter and food. Food should NOT be placed in outside trash barrels.

Breakfast Program

All students may participate in the breakfast program. Students qualifying for free or reduced lunches also qualify for free or reduced breakfast. Also, the “finger print” method will be used in the breakfast program.

Breakfast will be served in the cafeteria at 7:40 a.m. each school day. High school students will sit on the west side of the cafeteria.

Free and Reduced Lunches

Eligibility for free and reduced price lunches will be based on the income scale as established by the Department of Agriculture each school year. Consideration for eligibility will be given to economic needs as reflected by total family income, including welfare and ADC payments, family size and number of children from that family enrolled in school.

Application forms are distributed during the first day of school. If the form is lost, application forms may be secured from the high school office, completed, and returned for processing.

Beverage Machines

The student council keeps the beverage machines for students' use. Profits from the machines go into student council funds and are used for activities to benefit students. While the school is willing to grant this privilege, it is not willing to deal with related problems that interfere with the learning process, including a distraction from the appearance of the building, or causing extra work or expense in maintenance of the building(s). Any or all machines may be removed from operation temporarily or permanently at the discretion of the administration.

The beverage machines may be used before school, between class periods, at noon, or after school. Drinks must be consumed before students enter ANY classroom. This includes cadets and student tutors.

DRINKS ARE NOT ALLOWED IN ANY CLASSROOM!

School Counseling Services

A well-rounded school counseling program is essential in today's schools. A counselor is available to students. The counselor provides a variety of guidance and counseling services. Problems related to school, personal life, or the future may be discussed with the counselor as he/she is trained to help students with their problems.

Appointments to see the counselor are made with the secretary at the counselor's office-preferably between periods.

Some of the items students often discuss with the counselor include:

1. Course requirements and schedule changes
2. Information about colleges, vocational school, Armed Forces, etc.
3. Information about a variety of career opportunities and the training necessary to secure these jobs
4. Personal problem at home and/or at school
5. Standardized test results

Library Services

The library is available for students in grades 6-12. Library hours are 7:40a.m.-3:30p.m. All students are encouraged to use this resource center. Books issued to students for study or home use are checked out at the loan desk. Books are issued for 14 days and may be renewed. Students are to stamp books with the date due. Dictionaries, atlases, encyclopedias, and magazines are classified as reference materials, and with the exception of magazines, MAY NOT be removed from the library. Magazines may be checked out for seven days). A fine of .05 cents per school day is charged for each overdue item. Students are responsible for replacement costs of books they have damaged or lost. Students who repeatedly ignore requests to return an overdue book or pay a fine may be refused library

privileges until library regulations have been met. The library is located east of the high school building.

All students are to check-in and check-out at the library service counter.

Nursing Services

Illness or Injury:

Students who become ill or suffer injury should notify their classroom teacher who will send them to the high school office. At the office, a recommendation will be made that he/she: (1) See the school nurse, (2) see a physician, (3) go home to rest if a parent can be contacted, or (4) return to class. Ill students are not to stay in locations other than where scheduled without permission from the office. Choosing to do so will make the student subject to the disciplinary penalties for truancy.

Parents of students who become seriously ill or injured will be notified and their instructions will be followed in handling the situation. If parents cannot be reached in an emergency situation, an emergency contact person listed in the student's record will be contacted.

Immunizations:

As required by section 167.181 of Missouri School Laws, it will be the duty of the parents or guardians of every pupil entering public school to furnish to the building principal satisfactory proof that the pupil has been immunized. Objections are considered only if they are medical (signed by a physician) or based on objectives due to the student's religion (form must be signed by parent). **Immunizations must be current for students to remain enrolled in school.**

Prescription medication, which contains no narcotics or controlled substances, will be administered by R.N. or trained personnel to the students if:

1. Medication is in original container.
2. Written permission from the parent/guardian is on file and is accompanied by physician's written authorization to administer the prescription medication.
3. Directions for medication, including strength and dosage administration is on the bottle.

ACADEMIC INFORMATION

Graduation Requirements

The following requirements are necessary for graduation from Houston High School:

A. Successful completion of required courses prescribed by the State of Missouri and the Houston R-1 Board of Education. These are:

Communication Arts	4 credits
English I (1 credit)	
English II (1 credit)	
English III (1 credit)	
Any other English classes (1 credit)	
Mathematics	3 credits
Algebra A, B or Algebra I	
Algebra II	
Geometry or Alg/Geom App	
Science	3 credits
Integrated Science (1 credit)	
Biology (1 credit)	
One other Science class (1 credit)	
Social Studies	3 credits
Geography or World History (1 credit)	
American History (1 credit)	
American Government (1 credit)	
Fine Arts (Band, Art, Choir, Drama, Music)	1 credit
Practical Arts (Business, Ag, Building Trades, Technology, Marketing, FACS)	1 credit
Physical Education	1 credit
Health	½ credit
Personal Finance	½ credit
Speech	½ credit
Electives	7 ½ credits
TOTAL =	**25 credits**

B. A planned education program consisting of four years, eight semesters of high school attendance and a minimum 25 units of credit.

C. A student who cannot attend full time due to illness or physical handicap will be excused from part or the entire four-year attendance requirement in accordance with the written recommendation of a physician or in accordance with the Individual Education Program (IEP) under P.L. 94-142.

D. When transfer students are unable to meet state or local high school graduation requirements, the local Board of Education may make necessary exceptions in specific requirements that will permit them to graduate if:

1. They have done satisfactory work and met attendance requirements since the date of transfer.
2. They have been unable to meet the specific requirements due to conditions beyond their control.
3. They would have graduated from their former school if they had remained and continued to be academically successful.

E. Other exceptions to specific graduation requirements may be made if a pupil is unable to meet the requirements due to conditions beyond their control. This recommendation to the superintendent will come from the high school principal, high school counselor, and three teachers chosen by the principal.

F. The last semester of required high school attendance may be waived by the school administration upon completion of a semester of twelve hours of approved higher education taken during the same time frame as the waived semester. All other graduation requirements will be fulfilled. Students desiring to apply for early graduation should contact the counselor's office by mid-September so proper paperwork can be filed for principal and school board approval.

G. Students for whom the last semester of the senior year has been waived and for whom there is no second semester transcript will not be eligible for valedictorian, salutatorian, or top ten status. They will be eligible to participate in graduation exercises but no other activities for which senior class members are eligible.

College Preparatory Studies Certificate

Houston High School issues the College Preparatory Studies Certificate to students who meet the requirements established by the Missouri Department of Elementary and Secondary Education. The requirements are listed here and should be studied by all who are planning to go to college.

To be eligible for the college preparatory studies certificate, a student will:

1. Complete a rigorous high school program cooperatively planned by the school, the student, and the student's parent, which includes at least the following:

Subjects	**Units**
*English	4
*Mathematics	4
*Science	3
*Social Studies	3
*Fine Arts	1
Practical Arts	1
Physical Education	1
Specified Core Electives	3
General Electives	7
	27 + local requirements

Additionally, students receiving the college preparatory studies certificate must also meet local requirements which include:

Subjects	**Units**
Speech or Debate	½
Health	½
	1

2. Earn at least a 3.0 grade point average (GPA) on a 4.0 GPA scale, in the combined subject areas of English/Language Arts, Mathematics, Science, and Social Studies. The school may calculate the GPA's for its students either at the end of the seventh semester or at the end of the eighth semester of high school.

3. Score above the national average on the America College Test (ACT) or above the national average on the Scholastic Aptitude Test (SAT).

4. Complete a strong academic program in the subject areas of English/Language Arts, Mathematics, Science, and Social Studies. The courses and contact in these areas will include:

Academic Letters

Students achieving the High Distinction Honor Roll the first, second, and third quarters of the school year will be awarded an academic letter the first year qualifying and an academic certificate the following years.

Awards Programs

1. The Academic Awards Program, sponsored by Citizens for Education Committee, is held in May of each school year. This program recognizes excellence in the academic areas.
2. Athletic awards programs are used to recognize excellence in athletics.
3. Other banquets, sponsored by various clubs and organizations recognize excellence in extra-curricular activities.

Course Repeat

A student may repeat a previously taken class if he/she meets the following requirements:

1. In order to repeat a class, the student has to receive a grade of C- or lower.
2. The class to be retaken should be taken within the next two semesters, if possible. If the class is offered on a rotation basis, the repeated class should be taken the next time that it is offered.
3. The grade for the repeated class will be the grade that is recorded on the student's permanent record.
4. A class cannot be repeated more than once unless the student receives a failing grade in the repeated class.
5. Students repeating a course will not be considered for valedictorian or salutatorian.
6. Students will not earn duplicate credit for a repeated class.
7. The student's cumulative grade point average (GPA) will be calculated by substituting the grade earned in the repeated class.

Course Selection (Scheduling)
During the second semester, the school counselor will begin calling students in to prepare their schedules for the upcoming year. This will take place in the following order: Juniors first; sophomores second; and current freshmen will schedule last. A selection of classes is a very important part of the student's education. Students need to bear in mind what they are preparing to do after graduation from high school when enrolling in these classes. In addition, students should bear in mind that they must take certain classes as a freshman and sophomore in order to qualify for enrollment in many upper level classes. Careful consideration by each student and his/her parents should be given, to the four- year career planner so that preparation for future vocations will be appropriate.

All requests to change schedules will be made within the stated time period and no later than the fourth attendance day following the first day of the school year except for extenuating situations. **Once the school year starts, students will be able to change only one (1) class per semester.**

Dropping From or Changing Schools
Students who are dropping out of school or changing schools due to relocation are to follow the following procedure:

1. Contact the high school counselor who will arrange for conferences if necessary.
2. Obtain a drop sheet from the counseling office your last day at school and complete the steps listed.

Dropping (Quitting) School
Any student who drops (quits) school, which is determined by completing a "Permanent Withdrawal" form and notifying the counselor and principal will be allowed to re-enroll within 10 days of dropping or will be required to wait until the following semester. Law requires the school district, to report any student dropping out to the State Literacy Hotline.

Extra-Credit Policy
Each teacher has the authority to decide whether or not to utilize extra credit. Extra credit given to students must relate directly to class curriculum. Extra credit MAY NOT be given for attending ball games, helping with float building, etc. Extra credit must be related to course curriculum.

Final Tests
All students, including SENIORS, will take written tests in all courses during the last 2-3 days of each semester. Periods in which there is no final scheduled that day will be utilized as study periods.

Any students desiring to take the tests before the scheduled days due to valid extenuating circumstances will notify the building principal no later than 10 school days prior to semester finals. The Principal will review the student's written and/or oral request. After reviewing the student's request the principal will make the final decision.

Grade Changes

Any grade changes for summer school or semesters prior to the current one must be corrected. Corrections must be made within one semester of completion of that class. (Example: Any summer school grade change or correction must be made no later than December, which is the following semester.) Students should contact the teacher concerning the disputed grade. If the teacher agrees that a mistake has been made and the student does not receive a corrected report card within two weeks of reporting the incorrect grade, the student should report this to the high school principal.

Grade Classification

Students are considered in Grades 9-12 under the following criteria at the beginning of each school year:

Freshman:	Successful completion of the 8th grade.
Sophomore:	Earned a minimum of 5 credits.
Juniors:	Earned a minimum of 10 credits.
Seniors:	Completion of a minimum of 17 units of credit, and with all requirements for graduation scheduled to be completed by the end of summer school for that current school year (June 30).

Grade Point Average

The following scale will be utilized in determining the student's grade point average.

A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
B-	2.70	D-	.70
C+	2.30	F	0

Honor Roll

Although achievement in many areas of endeavor is important and should be rewarded, one of the loftiest goals should be the attainment of academic excellence. Houston High School's Honor Roll exists to recognize those who achieve that goal. At the completion of each quarter, the honor roll will be published in the *Houston Herald* based on the tabulated grades from that quarter. The honor roll will be divided into two categories: The "High Distinction" Honor Roll and the "Distinction" Honor Roll.

Students will be eligible for the "High Distinction" Honor Roll if they have achieved a 3.55 Grade Point Average with no grade below a "C-." To be eligible for the "Distinction" Honor Roll, students must achieve at least a 3.00 Grade Point Average with no grade below a "C-."

Internship

Students participating in the authorized internship program will adhere to all of the program's policies including promptly departing school property the last period of the day unless permission has been obtained from the high school office.

Late Assignments
"Late Assignment" is defined as when a student was present at school and responsible for turning in the assignment on the due date, but did not do it.

Assignments that are one day late may be turned in for 75% credit. If the work is not turned in after the first day, assignments can be turned in on the second day for 50% credit. All assignments beyond two days late will receive a zero.

"Late Assignments" are sometimes confused with the "Make-Up Work" policy for absent students. Turning in late assignments and turning in make-up work (with-in the specific time limits) are entirely different situations governed by separate policies.

Parent-Teacher Conferences
The Houston Schools have two scheduled Parent-Teacher Conference days. The first conference is scheduled at the end of the first quarter and the second conference is scheduled in the middle of the third quarter. Parents are encouraged to contact the principal's office or school counselor's office (967-3024) to schedule conferences with teachers during the school year.

Permanent Record
The material recorded on a student's permanent record will be the student's semester grades, credit earned in each course, achievement test results, days absent from school, and test data. Recorded on senior files will be the student's grade point average and class ranking.

Physical Education
Each student is required to pass one credit of physical education in the high school by the State Department of Education unless he/she is physically disabled and other appropriate educational opportunities cannot be provided. A doctor's statement certifying the extent of the disability and the probable length of the handicap will be required before consideration by the building administrator as to either a temporary or permanent excuse from physical education activities.

Students are required to provide an appropriate outfit. This includes; tennis shoes, shorts, and a shirt. If this is unacceptable for religious reasons, please contact the principal. Students must dress modestly with at least fingertip length shorts and shirts that cover appropriately.
Students are able to enroll in no more than one (1) physical education class per year. Students who leave billfolds, purses, or other items of value in the dressing room unattended assume all responsibility for lost articles. These items are to be locked in the P.E. instructor's office or locked in a locker in the P.E. locker room.

Progress Reports
Progress reports will be sent home every three weeks with the students.

Registration and Enrollment
Transfer Students may enroll during registration or at any time during the year

providing they meet the following criteria:

1. In good standing at sending school and/or, not suspended/expelled at last school.
2. Suspended students from other districts will not be enrolled until the term of the suspension has expired. Consideration for enrollment is on an individual basis
3. Expelled students from other districts are not eligible for enrollment.
4. Late enrollment (after school starts) will be considered during the first ten (10) days of school. After that date, only transfer students from other districts, who have been in school, will be permitted to enroll. All others must wait until the beginning of the following semester.
5. Dropout re-entry students, who dropout during a semester are encouraged to return to school. However, they may not re- enroll after 10 days has elapsed from the drop date. They may return at the start of the next semester.
6. Appeals to this policy should be directed to the High School Principal's Office.
7. Unless they have been enrolled previously in another school, students may not enroll after more than 10 days have elapsed in the semester. Late enrollees may be required to make up absences in excess of seven school days in order to receive credit.

Report Cards

Quarterly reports of student progress will be issued to parents. This will be on a regular grade card form. Students will be issued a grade card to reveal proficiency in the subjects at the end of each quarter.

Student's grades are affected by attendance since grades are based on, in many classes, preparation of assigned work, participation in class, and test grades, class projects, etc.

The grading system at Houston High School is based on the total point system or percentage method. The following system will be used for evaluating achievement:

Grades	Classroom Percentage Grading Scale	
A	Excellent	(100- 95= A, 94- 90= A-)
B	Superior	(89- 87= B+, 86- 84= B, 83- 80= B-)
C	Average	(79- 77= C+, 76- 74= C, 73- 70= C-)
D	Below Average	(69- 67= D+, 66- 64= D, 63- 60= D-)
F	Failure	(59- 0)
IN	Incomplete	
NC	No Credit	
PA	Pass	

An incomplete (I) may be given when a student has not completed the required work within the school quarter. Extenuating circumstances may warrant an extension, but must be approved by the principal.

Students and parents are invited to discuss their child's progress with the classroom teacher, counselor, or principal. Parents are encouraged to contact the teacher first.

Schedule Changes

All student requests for schedule changes must be initiated with the high school counselor and approved by the counselor or administrator on or before the fourth day of the start of each semester. Any change in schedules occurring after the above times will be considered on individual student circumstances. Once the school year starts, students will only be able to change one (1) class per semester.

Tutoring

All instructors are in their classroom no later than 7:55 a.m. each school day with the exceptions of the days they are assigned supervision duty. All instructors are readily available to provide students with assistance on problems they are encountering with the assignments. They may include after school tutoring or providing assistance utilizing the telephone.

Students desiring to hire someone to provide student peer tutoring with a course(s) in which they are having difficulty should contact the counselor's office.

Valedictorian/Salutatorian

These positions are based on the grade point average of seniors after all second semester final grades (including final exams) have been computed. Candidates for valedictorian/salutatorian may be asked to begin writing a speech in the event they retain one of the positions.

ATTENDANCE INFORMATION

Philosophy

Recognizing the relationship between attendance and learning, the Houston R-I School District expects students to strive to maintain an excellent attendance record. Irregular attendance is one of the greatest causes of school failure. It also attributes to lack of achievement and success, non-graduation, drop-outs, etc. Parents can render no greater service to help their children than to see to it that they are in school every day.

Proper attendance patterns reflect on each student's integrity, citizenship, dependability, and responsibility and employment opportunities. To prepare for the world beyond high school, students must realize that prior attendance patterns may have a bearing on future success in post-secondary school or on the job. Employers carefully consider attendance patterns established by perspective employees. The success of an employer's company will be directly related to the dependability of their employees.

It is recognized that a few absences from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to an absolute minimum.

Policy

ATTENDANCE POLICY AND PROCEDURES

Houston High School exists to meet the educational needs of students. The Houston School District seeks to enroll and educate all resident children in the community, as required by law and district policy. It is the purpose of this attendance regulation to improve student learning, raise student achievement, and maximize the learning potential of all students at Houston High School. Students having an IEP, 504 Plan, IHP or other documented medical diagnosis that allows for excessive absences will be exempt from the excessive absence appeal process; if the student's plan addresses reduced attendance.

Compulsory Attendance

Missouri State Law requires all children between 7 and 17 years of age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring the student to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. Once enrolled in the district, the district expects the student to attend regularly and for the student's parent or guardian or other adult having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Houston R-I School District Board of Education and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law.

Excessive Absences

Students will be permitted a maximum of nine (9) total absences per class per semester.

Students who are absent for more than nine (9) class periods during the semester will not be eligible to earn credit for that course.

Procedures
Students will be given a student handbook upon enrollment in Houston High School. The handbook shall contain the written attendance regulation. The attendance office will record each student's absence by course period. When a student has accrued four (4) total absences in a class during the semester, the school will send a letter to the parent or guardian informing the parent or guardian that, in accordance with the published policies and regulations of the Board of Education, the student is in danger of not earning credit for the class due to excessive absences during the semester.

When a student has accrued six (6) total absences in a class during the semester, school personnel will make all reasonable efforts to contact either the student, or his or her parent or guardian to discuss the student's excessive absences, the possible ramifications, and methods to prevent the loss of credit. However, if the parent or guardian cannot be reached, the school administration will enforce the policy as written.

When a student has accrued ten (10) total absences in a class during the semester, the student will not be eligible to earn credit for that class.

The school will notify the parent or guardian by certified mail that the student has accrued the ten (10) total absences and is not eligible to earn credit for the class. Such notification shall include an Attendance Appeal Form. A student who has accrued ten (10) absences retains the option of receiving a grade of NC (No grade, No credit). The student must maintain a passing grade during the grading period to receive a grade of NC. If the student has not maintained a passing grade during the semester, the student will earn an F (Failure).

Students under 17 years old who have excessive absences will be referred to the Texas County Juvenile Office.

A student will not be denied an education at Houston High School even though he or she will not earn credit for the class as a result of having missed a substantial portion of the instructional program during the semester.

Exceptions
Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence regulation. Absences resulting from significant, acute or chronic medical conditions may provide the basis for an exception as approved by the administration or an appeal. Therefore, all such conditions should be verified in writing by a physician or other health care official.

Attendance Appeal Process
IT IS THE RESPONSIBILITY OF THE PARENT TO INITIATE THE APPEAL PROCESS.

Upon the parent's, or guardian's request and submission of the appeal form, the Attendance

Policy Committee shall meet to consider appeals regarding exceptions to the excessive absence regulation and the denial of credit pursuant to this regulation. The committee shall include, but is not limited to, the principal, an assistant principal, a counselor, and at least two (2) teachers. Other persons may be designated to serve as deemed appropriate.

Students who, pursuant to this excessive absence regulation, have accrued ten (10) total absences or who anticipate accruing ten (10) or more total absences attributable to illness or other valid reasons, may appeal to the Attendance Policy Committee for the purpose of requesting one (1) or more of the following:

1. An exception to this excessive absence regulation for unavoidable absence due to illness or other valid reasons;
2. An extension of the number of absences that shall accrue before credit will be denied; and/or
3. Accommodations allowed within the contents of this excessive absence regulation. Accommodations allowed by law and/or school district policy.

The committee will consider all the facts under the circumstances of each case in deciding whether to grant or deny the appeal. Relevant factors may include, but are not limited to the following:

1. The reason(s) for the accrued or anticipated absences;
2. The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal;
3. The distribution of absences during the semester, i.e., whether scattered throughout the semester or occurring as consecutive absences;
4. The duration of each period of absence;
5. The pattern of attendance prior to the accrual of absences in question;
6. Whether all class work has been satisfactorily completed; and
7. The extent to which class essential learning outcomes have been mastered for that course.

A parent or guardian who anticipates his or her child missing ten (10) or more class sessions of any class due to hospitalization, prolonged illness, or other valid reason may request an exception to the excessive absence policy in writing prior to the accrual of the ten (10) absences. If the parent or guardian does not submit such request prior to the date on which the ten (10) absences have accrued, the parent or guardian should request an appeal of the automatic denial of credit in the same manner as for any other appeal under the excessive absence regulation.

The appeal committee will take into consideration valid absences that include any of the following:

1. Doctor, dental, counseling, or other healthcare appointments.
2. Hospitalization or placement in a healthcare facility.
3. Absences related to a student's disability or medical condition (per an IEP, 504 Plan, IHP or other documented medical diagnosis that does not already allow for excessive

absences by addressing reduced attendance).
4. Funeral Services.
5. Family emergencies as approved by the administration.
6. Court appearances.
7. Religious observations.
8. Licensing exams.
9. College or other school visits.
10. Deployment or return from deployment of a parent or guardian to a combat zone or combat support posting, at the discretion of the school administration.
11. Absences for any other valid reason that are pre-arranged and/or approved by the administration.

The parent or guardian of a student who has accrued ten (10) total absences may submit an appeal to the Attendance Policy Committee requesting credit for the courses in question. Such appeal shall be in writing and must be submitted within seven (7) calendar days following the date on which the parent or guardian received notice of the accrual of the tenth absence from class.

The appeal may be submitted on the district's Attendance Appeal Form provided to the parent or guardian, or in other written or typed form that provides the following information:

1. Date of appeal.
2. A complete explanation of the reason(s) why the appeal should be granted.
3. Any appropriate documentation.
4. Signature of the parent or guardian.

Within one (1) week of the Appeal Committee's final decision, the student, parent or guardian will be notified. If the parent or guardian does not agree with the final decision of the Appeal Committee, he or she may appeal the matter to the superintendent or designee for further review and consideration.

Steps To Follow When Absent From School
Please make sure you read and understand the following information as it requires parents, guardians and students to be accountable for notifying the school regarding student absences.

1. A parent or guardian should notify the attendance office on the day of (or before) the absence (417-967-3024, Extension 451). If the attendance office secretary is on another line, it is acceptable and desired that the message be left on voice mail.
2. The attendance office should be contacted prior to known doctor, dental, and family appointments. A student must submit a signed departure form and sign out before leaving school, and sign in upon returning to school.
3. If it is impossible to call, the parent or guardian must write an excuse giving names, dates, and reason for absence.
4. Students will be allowed two (2) days for every day missed to complete make-up work.
5. Students absent for authorized school activities are responsible for making up all work

missed.
6. An absence for an authorized school activity simply allows the student the privilege of making up the work within a reasonable time (established by the teacher) and does not excuse the student from the make-up work.
7. Students who attend school, but leave early for another school activity, may be required by their teacher to turn in any assignment due that day.

Arriving Late/Early Check-Out

Students reporting to class after the bell rings will be marked tardy. Students who arrive Twenty (20) minutes after the tardy bell will be marked absent for that class period. In addition students checking out of class more than 10 minutes before class ends will be counted absent. In some situations, a student may be considered truant, as well as being absent or tardy.

(College Visit) Post-Secondary Educational Visitation

We recognize that it is desirable for students to visit post-secondary institutions and colleges from time to time. This helps prepare students to continue their education. One visit per school year will be allowed for juniors and two visits for seniors with approval of the principal. College visit paperwork may be obtained from the office. Students must complete their part of the form and obtain approval from the principal no less than two days prior to the visit. Verification of attendance must be submitted to the high school office by having the form completed by the college official. College visits are NOT permitted during the first three weeks or last three weeks of school.

Extra-Curricular Activities Absenteeism/Effect on Participation

Students not in attendance a full day will not be permitted to participate in any school sponsored activity that night unless permission is obtained, or other action deemed appropriate by the principal, due to avoidable/unavoidable circumstances. If it is a Saturday event/contest, the student must be in attendance a full day on the school day preceding the event/contest.

Make-up Work (Non-School Activity Absences)

To keep the student informed and make-up work manageable by the teacher, the following procedure will be followed. At the beginning of the year each teacher will acquaint his or her students with the make-up policy. Teachers will provide make-up work at the student's request for the absence duration. It is the student's responsibility to ask for, obtain, complete, and turn in make-up work to the appropriate teachers. Students will have two days for every one day they are absent to turn in completed make-up work. After the make-up policy expires, student work now becomes **late work** (see page 28).

Perfect Attendance Incentives

For the semester: (All students will take final exams)

1. Perfect attendance: Students do not have the option of dropping the final exam score. All students will take final exams. Students with perfect attendance will receive an additional 4% bonus on the semester exam score.
2. Absent one class period: If a student has missed class only 1 period, he/she will be awarded a 2% bonus on the semester exam score.

3. For the year (in all classes):
   a. Seniors will receive a free yearbook.
   b. Underclass students will receive a free activity pass for the next school year.
4. Students with perfect attendance will also be eligible for a prize drawing at the end of each quarter.

School Activities

Students participating in school sponsored or sanctioned activities (i.e. field trips, interscholastic competition, etc.) will not be counted absent from school.

Students will check with their teachers in advance to obtain make-up work PRIOR to the activity. Assignments are due no later than two days after returning from the activity.

Truancy

Unauthorized absence from school is considered truancy and will be treated as such. An unauthorized absence is one, which neither the school nor the parents had knowledge of nor had given permission prior to the absence. Leaving school without obtaining permission from the proper authority and checking out in the high school office is considered truancy. This includes being absent from any class or activity, which the student is scheduled to attend.

Truancy is when a student:

a. Leaves the campus without permission from the office, including morning drop-off.
b. Comes to school, but does not attend any or all classes or authorized activities.
c. Is somewhere other than at school when the parents/administration think the student is at school.
d. Obtains permission from a teacher or the office to go to a certain place on campus, but does not go there.
e. Brings a parent-signed note that is forged or sets forth an invalid reason for the absence. Students who are truant WILL NOT be allowed to make-up work missed and disciplinary action will be taken as per the student conduct code.
f. Once a student arrives on campus, they may not leave without permission from the Main Office or the supervising teacher on duty.

THERE ARE NO SCHOOL SANCTIONED CLASS "SKIP" DAYS.

EXTRA AND CO-CURRICULAR STUDENT ACTIVITIES

Student activities at Houston High School provide opportunity for students to engage in special interests in addition to the more formal class activities. Student activities aid in the development of abilities necessary for leadership, as well as those necessary for group cooperation. They also provide opportunities for finding new fields of interest. Students are encouraged to participate in school activities, but they should be selective, as regular classroom work must come first.

Interscholastic Activities

Eligibility to represent Houston High School in any extra-class activity outside of regular classroom instruction during the seven period day is a privilege to be attained by meeting the standards set by Missouri State High School Activities Association, Houston R-1, and the organization, club, or activity.

To be eligible to represent Houston High School, all students must meet the following standards:

1. Be a good school citizen (See "Citizenship" section).
2. Not failed more than one subject the preceding quarter and have earned at least 3 units of credit the preceding semester and meet all guidelines for enrollment required by the Missouri State High School Activities Association.
3. Not competed in sports more than four years and/or eight semesters.
4. Entered school within the first 11 days of the semester.
5. Not received or competed for an award of any kind other than that given by this school for his/her services as an athlete in the activity in which he/she is competing.
6. Not reached the age of 19 prior to July 1 preceding the opening of the school year.
7. Not competed on an outside team after the high school session starts.
8. Resides in the district in which the student's parents, legally established guardian, or person with whom the student has been living for one calendar year resides.

Admission Prices - Athletic Contests

Students will pay the following prices for admission to home athletic events:

Football.....$1.00	Boys' Basketball.....$1.00
Girls' Volleyball....$1.00	Girls' Basketball.....$1.00

This price includes grades K- 12 attending senior high athletic contests. Students who leave a contest must pay to re-enter including students who hold game passes.

Absent/Involvement in School Activities

Students who are absent from school due to their approved involvement in scheduled school activities (Examples: Music contests, track meets, basketball games, etc.) that are scheduled during the school day will not be counted absent from that class(es), nor will it be recorded as an absence in the teachers' grade books. However, students are responsible for all assignments or tests that occurred in class while they were gone. All assignments are due no later than two days after returning from activity and students will obtain assignments from their teachers PRIOR to leaving school.

Absenteeism/Effect on Participation in Extra-Curricular Events
A student participating in an extra-curricular and co-curricular activity (sports, instrumental or vocal music, speech, FFA, FHA, etc.) must be in school a full day in order to participate on that day or evening, unless permission is obtained, or other action deemed appropriate by the principal, due to avoidable/unavoidable circumstances. If it is a Saturday event, the student must be in attendance a full day on the school day preceding the event.

Athletic Participation Form
All students involved in athletics will complete a Missouri State High School Athletic Association Participation Certification form prior to the first practice session.

This form requires the following information:
Section 1: Athletes Application and Personal Information
Section 2: Parent Permission and Authorization for treatment to include verification that each student has basic Athletic Accident Insurance for the current school year.
Section 3: Emergency Information
Section 4: Physicians Examination Record
Section 5: Additional Pertinent Information

The athletic director will keep all documentation on file for the current academic year.

Citizenship (Eligible to Participate)
Creditable citizenship will be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct, which promotes the best interest of the school (to include student non-involvement in misbehavior or violations of the rules and regulations of Houston High School). Discipline Referrals for misbehavior may be considered sufficient reason to declare a student ineligible. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

The same standard of creditable citizenship will be applicable to all school activities including: athletics, music, clubs, organizations, and any other school activity.

Withdrawal (Transfer) by Student from School Due to Disciplinary Measures
The student who is expelled or withdraws (transfers) from school because of disciplinary measures will not be eligible to represent a school in interscholastic activities for 365 days from the date of expulsion or withdrawal.

Dress Code for Athletic Practice: Appropriate, modest attire is required. For guidelines, see Physical Education, page 28.

Extra and Co-Curricular Drug Testing
Each student that wishes to participate in an extra or co-curricular activity will be drug tested. After the blanket testing, a selection of students will be randomly drawn to be drug tested. Each student will receive a full copy of the Extra and Co-Curricular Drug Testing

Policy.

Extra-Curricular Activity Handout
All students participating in extra-curricular activities will receive from each coach/sponsor a handout containing the policies, rules, regulations, and the expectations in reference to that particular activity. The handout must be signed by the student and his parent/guardian and returned to the appropriate sponsor/coach before the student is allowed to participate.

Insurance
The school system DOES NOT pay for student accident insurance to cover the students. However, the school offers parents the opportunity and encourages them to participate in a group student insurance plan. A student accident policy is sent home the first day of school. Participation is voluntary. All students participating in interscholastic athletics will be required to obtain some type of accident insurance.

The Missouri State High School Athletic Association's (MSHSAA) By-Laws state that a student will not be permitted to practice or compete for a school until it has the verification that he/she has basic athletic insurance coverage.

Transportation To/From Activities
Transportation will be made by school bus and other such conveyances furnished by the school. Students are required to ride school provided transportation to activities. Only a parent/guardian may check students out after the event by signing the check-out list.

NO NOTES FOR STUDENT CHECK-OUT WILL BE ACCEPTED!

Sportsmanship
Houston High School expects all spectators to follow the rules of conduct at all athletic events. Students, as spectators, will:

1. Avoid actions, which will offend or embarrass any individual athlete.
2. Regard game officials as fair, accept their decisions as final, and treat them as guests.
3. Respect the property of this school and other schools.
4. Refrain from actions, which will call attention to themselves, such as: throwing items, "booing", shouting at opposing players, etc.
5. Treat the opponents, coaches, players, and fans as honored guests.
6. Show appreciation of good play by both teams.
7. No stomping on bleachers
8. Remain seated during the games that are inside the gym.

School Spirit
School spirit means many things. Some of the ways students can contribute to good school spirit is through:

1. Loyalty to the various functions of the school.

2. Supporting the school and doing his/her utmost to keep his/her scholastic and activity standard as high as possible.
3. Being courteous and respectful to teachers, officials, adults, fellow students, and students from other schools.
4. Showing pride in things students of the school endeavor to accomplish.
5. Exhibiting good sportsmanship: being fair, courteous, generous, and a good loser and a graceful winner.

SCA Athletic Scholastic Team

Athletes achieving a 3.5 GPA during the season of a SCA recognized sport (football, volleyball, basketball, golf, baseball, and track) will qualify for the Houston High School's SCA Athletic Scholastic Team.

Secret Organizations

The Board of Education does not recognize secret organizations. Sororities, fraternities, gangs, or secret societies of the community, ARE NOT school organizations. Conduct by students while in school such as hazing, special attire (including pins and insignia or other identifying symbols), improper activity on campus, or any other influence of a sorority, fraternity, gang or secret society that interferes with the normal conduct of the educational program, WILL NOT be permitted.

STUDENT EXPECTATIONS AND DISCIPLINE

School must exist in an environment of mutual respect. Regard for the process of learning is the cornerstone of any successful school system. We strive to create an environment where the student body and staff feel free to learn and enjoy the process of their own academic growth. However, the freedom to learn is built on a foundation of discipline. Students cannot learn effectively in a disruptive and chaotic environment. Students cannot reap success from knowledge they never acquire.

Authority of Teachers

Teachers have the responsibility and authority to maintain proper discipline. This includes the classroom and the school at large. The administration may also assign specific areas of duty.

Time of supervision will be continuous from the beginning of the teacher's arrival at school until their departure from school (not to exclude supervision of students that they are responsible for at extra-curricular activities).

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to correct the student(s) involved immediately. The student is expected to accept the correction from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any high school student who strikes, slaps, kicks, flips off, uses vulgar and/or explicit language to a teacher, may be suspended from school and their parents will be required to conference with the principal before the student is allowed to re-enter school.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, driving their vehicles, or returning to their homes without permission from the administration. Students wishing to leave school must check out at the High School Office, secure permission, and sign the check-out sheet.

Disciplinary Notification

Parents will be contacted by telephone and/or mail if the student is involved in any disciplinary situation in which In-School Suspension or Out-of-School Suspension is imposed.

Drugs/Alcohol

The supplying, selling, possession, use, transmission, sharing, and/or being under the influence of alcohol or other drugs and paraphernalia, during the school day, on school premises, or at a school related function, is prohibited.

Any student who uses or has possession of alcoholic beverages or pills, drugs, or narcotics, not having a medical prescription issued by a duly licensed physician for a valid medical reason, while on school property, to or from school, in the vicinity thereof, or at a school sponsored activity, will be suspended immediately from school, as

indicated in the disciplinary code. The length of suspension may be different than that stated in the code if the building administration allows the student the option of entering into a professional evaluation and treatment program approved by Houston High School. A copy of the school's complete drug/alcohol policy is available upon request.

Falsifying Documents
Forging names and otherwise falsifying documents is a serious breach of trust, therefore, students who forge notes or falsify documents are subject to penalty as specified by the discipline code.

Fighting
No student should engage in fighting (or provoke a fight) during the school day, on school property (including buses), or at extra-curricular activities.

Improper Language
Cursing, profanity, obscene, lewd, and disrespectful language WILL NOT be tolerated at school or school sponsored activities.

In-School Suspension
Houston High School will utilize a program of In-School Suspension consisting of: isolation, discipline, and academic work. The successful implementation of an I.S.S. program requires the cooperation of students, parents, and school staff. A student will be assigned to I.S.S. by the building administration.

A student attending In-School Suspension will receive credit for all work successfully completed in I.S.S. The student, when reporting to the In-School Suspension room, should bring all his/her books, supplies and materials needed for the entire day. He/She will not be permitted to leave the classroom during the school day unless authorized by the I.S.S. coordinator or building administrator. Students will eat lunch at a separate time from the rest of the school and will not take breaks by the period as other students do. If a student placed on I.S.S. violates the rules of the I.S.S. program, he/she will receive additional disciplinary penalties.

Knives
Students WILL NOT have personal knives in their possession while on school property during the school day.

Non-School Misconduct Notice
Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities and outside of normal school times for serious acts of misconduct, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district’s discipline policy as if the misconduct had occurred at school.

Public Display of Affection (PDA)

One of the responsibilities of the public school is to help teach behavior generally acceptable to society. Public displays of affection are not usually considered appropriate. Consequently, students are to refrain from them. Physical contact that exceeds the holding of hands is considered excessive and will not be accepted.

Examples of unacceptable PDA include:

a. Kissing
b. Embracing (standing or sitting)
c. Inappropriate physical body contact
d. Crossing of legs with his/her on benches, walls, etc.
e. Sitting on another person's lap. Hands between another person's legs.
f. Anything other than handholding.

The above is not a comprehensive list of the PDA standards.

Sexual Harassment

The Houston Schools are committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

In general, isolated incidents of an offensive nature are differentiated from sexual harassment by one or more request from the offended person to halt the offensive action(s) and the offender continuing to engage in the undesired activity. Repeated action or severe words or actions of this nature, even the first time, are "sexual harassment". Some physical acts may also be considered assault, indecent exposure or sexual acts. Some examples of sexual harassment include but not limited to, the following examples:

Physical:

a. Forcibly grabbing or kissing someone
b. Cornering, restraining or purposely bumping someone
c. Inappropriately pinching someone
d. Inappropriately touching someone
e. Making sexual gestures to someone
f. “Flashing" or "mooning" someone

Verbal:

a. Commenting about someone's body
b. Spreading rumors or writings regarding someone's sexual acts, sexual preferences, or sexual activity
c. Making kissing sounds or whistling
d. Talking about someone or about "sex" in a manner that makes another uncomfortable

Allegation of sexual harassment will be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Snowball and Rocks

Students will not throw snowballs, rocks, or any other object that could result in injury while on school property, during school day, or at a school activity.

Suspension

A student may be suspended by a principal for a maximum of ten (10) days for a violation of school rules and regulations. The superintendent may suspend a student for a maximum of 180 school days (See section 167.171 and 563.061 of Missouri School Laws and Sections 505.1B of Houston R-1 Board of Education Policy Manual). The school board may expel a student from school permanently. During the time the student is suspended from school, he/she is not permitted on school property, cannot attend or participate in any school activity during or after school hours, including events held in any other school district.

It is the student's responsibility to return all make-up work at the conclusion of the suspension period; student work then becomes **late work** (page 28).

Suspension (Long-term)

The principal may refer students who repeatedly violate high school policies, rules, and regulations to the superintendent for a long-term suspension consisting of 11 to 180 school days.

Tardy

Houston High School strives to help each student achieve maximum development of individual knowledge, skills, competence, and behavior patterns, which will enable him/her to become a responsible member of society. The probability of success in this effort is lessened when tardiness interrupts the educational process.

Recognizing that some students will encounter emergencies resulting in getting to class late, each student can accumulate FOUR tardies per quarter without being disciplined. However, when a student has accumulated his/her fifth tardy (and every tardy beyond) during the school quarter appropriate disciplinary action will be taken by the administration in accordance with the Student Discipline Code. It is the student's responsibility to keep track of their tardies.

Students should not waste their tardies, but save and preserve them for emergencies or unavoidable extenuating circumstances. Deliberate absences from class may not be considered tardy, but considered TRUANT (Example: loitering). Students detained by a teacher should request a pass from that teacher so he/she will not be counted tardy.

STUDENTS WILL BE IN THE CLASSROOM BEFORE THE TARDY BELL RINGS!

Vandalism
Anyone guilty of damaging property belonging to the school, staff members, or other individuals will be held liable for payment of damages. Discipline will also be assigned based on the discipline guidelines.

Water Guns or Balloons
Students will not have water guns, balloons, or devices in their possession or use them on school property during the school day or at school activities due to their disrupting the educational learning environment and for student safety.

Withdrawal of Privileges
A student's school privileges on campus during the school day, in the classroom/programs/activities, etc. may be restricted or prohibited by the administration if the student's behavior or violation of school policies, rules, or regulations deems it necessary.

STUDENT DISCIPLINE CODE

Student disciplinary code was developed in accordance with the requirements of House Bill 463 of the 83rd General Assembly. Section 5, which pertains to the code, is quoted below:

> 1. The local board of education of each school district should establish a policy of discipline, a written copy of which should be made available in the Office of the Superintendent of such district, during normal business hours, for public inspection.
>
> 2. The policy will contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
>
> 3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.
>
> 4. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, will not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

The administrative staff will be allowed to exercise their own judgment in the administration of disciplinary options set forth under the student discipline code policy.

Any student, who has been suspended from school on two (2) previous occasions, will have his record reviewed by the administrative staff for a recommendation to the Superintendent and the Board of Education for a long-term suspension from school upon the students' third (3rd) suspension.

Some violations of school rules and regulations may fall under two (2) or more categories of the disciplinary code. The administrative staff will decide under which category it may be placed. Example: Water balloons would usually fall under possession or use of harmful devices. However, if the situation warrants, it may be placed in categories such as assault, vandalism, etc. Students who lie about violating the school's policies, rules, and regulations should expect additional disciplinary action.

Any violation of the above behaviors, which also violate state statutes or city ordinances, will be referred to the appropriate law enforcement.

The administrative staff may refer students to other agencies to include but not limit: Houston Police Department, Juvenile Office, Division of Family Services, and area counseling agencies.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

Parents will be contacted by letter or telephone if the student is involved in any disciplinary situation in which disciplinary action results.

Referrals of a student to the office of the principal for misconduct may be considered sufficient reason to declare a student ineligible to participate in extra-curricular school activities. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

The administrative staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations, and policies are of such a nature as to warrant it.

The administrative staff will utilize appropriate alternative disciplinary methods when federal and/or state agencies and/or courts implement policies or court decision interpretations requiring alternate policies be applied to the appropriate groups.

Abbreviations used in Student Discipline Code:

I.S.S. = In-School Suspension **Susp.** = Suspension

The Houston R-I Board of Education approved policies pertaining to zero threats of violence made to students and staff members. All reports of violence are to be reported to the building administration, which will investigate the threat. If the administration determines that a threat of violence has occurred, the offending student may, for no more than 10 days, be suspended from school. The building principal may also elect to refer the incident to the superintendent of schools who may assign additional punishment up to 180 days of out of school suspension or recommend expulsion to the Board of Education.

Discipline for non-school misconduct notice: Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities and outside of normal school times for serious acts of misconduct which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the misconduct had occurred at school.

Bus Rules and Regulations

THE SAME STANDARDS OF CONDUCT THAT APPLY IN THE CLASSROOM APPLY ON THE BUS!!!

1. Once the students get on the school bus or report to school, he is under the authority of the school.
2. The bus driver has the same authority in enforcing the rules and regulations as a classroom teacher. Thus, promptly obey his instructions and cooperate with him.
3. The bus driver is authorized to assign seats.
4. Students will not attempt to get on or off the bus, move about, or stand while the bus is in motion. Stay in your seats.
5. The use of tobacco products, alcohol, and drugs are not permitted.
6. Students will not throw paper, articles, or objects while on the bus.
7. Students will not, at any time, extend hands, arms, feet, head, etc., out of the bus window.
8. Be courteous, use no profane language.
9. Keep the bus clean. Food and drinks are not permitted.
10. Students must present the bus driver with a note from their parents if they are getting off the bus at any other place than the regular point.
11. Water balloons; water guns, etc. are prohibited.
12. No knives, matches, or lighters are to be in your possession.
13. Rude, discourteous, and annoying conduct or disrespect is to be avoided.
14. Students will not be scuffling or fighting.
15. Do not be destructive. All damage to the bus should be immediately reported to the driver.
16. The rear door is an emergency door only.
17. Students must be on time in meeting the bus. Cross 10 feet in front of the bus upon a signal from the driver.
18. Unnecessary or unreasonable noise should be avoided.
19. Students should never stand in the roadway while waiting for the bus.
20. Students not attending school are not eligible to ride the bus.

All bus rules and regulations are designed to provide for student's safety and well-being and school bus transportation safety. It is each student's responsibility to adhere to the policies, rules and regulations of the Houston R-1 School District. It is the bus driver's responsibility to enforce the above rules.

SCHOOL BUS OFFENSES: Bus Misconduct (see Board policy JFCC)--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

THE DISCIPLINARY CONSEQUENCES FOR EACH OFENSE MAY BE INCREASED OR DECREASED BY THE ADMINISTRATION OR THE BOARD OF EDUCATION DUE TO MITIGATING OR AGGRAVATING CIRCUMSTANCES

STUDENT DISCIPLINE CODE

The disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education under mitigating or aggravating circumstances.

AGITATING INCIDENTS – Student actions that provoke negative behavior by other students.
1ST OFFENSE – ASAP(After School Academic Program), 1-2 DAYS IN-SCHOOL SUSPENSION; 1-2 OUT OF SCHOOL SUSPENSION
2ND OFFENSE – 3-5 DAYS IN-SCHOOL SUSPENSION; 2 DAYS OUT OF SCHOOL SUSPENSION
3RD OFFENSE – 5-10 DAYS IN-SCHOOL SUSPENSION; 3 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSES – 6-10 DAYS OUT OF SCHOOL SUSPENSION

ACADEMIC DISHONESTY – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.
1ST OFFENSE – NO CREDIT FOR WORK, GRADE REDUCTION, OR REPLACEMENT ASSIGNMENT
2ND OFFENSE – NO CREDIT FOR WORK, 2 DAYS IN-SCHOOL SUSPENSION
3RD OFFENSE – NO CREDIT FOR WORK, 4 DAYS IN SCHOOL SUPSENSION OR 3 DAYS OUT OF SCHOOL SUSPENSION

ARSON – Starting or attempting to start a fire or causing or attempting to cause an explosion.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 1-10 DAYS IN-SCHOOL SUSPENSION; 1-180 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSES – EXPULSION; RESTITUTION IF APPROPRIATE

ASSAULT – (1) Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE; IN-SCHOOL SUSPENSION; 1-180 DAYS OUT OF SCHOOL SUSPENSION; EXPULSION
SUBSEQUENT OFFENSE – IN-SCHOOL SUSPENSION; 1-180 DAYS OF OUT OF SCHOOL SUSPENSION; EXPULSION

(2) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – EXPULSION

AUTOMOBILE/VEHICLE MISUSE – Reckless or unsafe driving on or around school property, failure to move vehicle at the request of school officials, failure to follow directions by school officials or failure to follow established rules for parking or driving on school property.
******POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – SUSPENSION OR REVOCATION OF PARKING PRIVILEGES, 1-3 DAYS IN-SCHOOL SUSPENSION OR 1-10 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSES – SUSPENSION OR REVOCATION OF PARKING PRIVILEGES, 3-5 DAYS IN-SCHOOL SUSPENSION OR 1-180 DAYS OUT OF SCHOOL SUSPENSION

BULLYING – Repeated and systematic intimidation, harassment and attacks on a student or multiple students; perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

******POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT******

1ST OFFENSE – ASAP (After School Academic Program), 1-3 DAYS IN-SCHOOL SUSPENSION, OR 1-180 DAYS OUT OF SCHOOL SUSPENSION

2ND OFFENSE – 3-5 DAYS IN-SCHOOL SUSPENSION, OR 1-180 DAYS OUT OF SCHOOL SUSPENSION

3RD OFFENSE – 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

BUS MISCONDUCT – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

DISHONESTY – Any act of lying, whether verbal or written, including forgery.

1ST OFFENSE – NULLIFICATION OF FORGED DOCUMENT; PRINCIPAL/STUDENT CONFERENCE; ASAP (After School Academic Program), 1-3 DAYS IN-SCHOOL SUSPENSION; OR 1-10 DAYS OUT OF SCHOOL SUSPENSION

SUBSEQUENT OFFENSES – NULLIFICATION OF THE FORGED DOCUMENT; IN-SCHOOL SUSPENSION; 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

DISRESPECTFUL CONDUCT OR SPEECH – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE; 1-3 DAYS IN-SCHOOL SUSPENSION; OR 1-10 DAYS OUT OF SCHOOL SUSPENSION

2ND OFFENSE – 3-5 DAYS IN-SCHOOL SUSPENSION; 3-5 DAYS OUT OF SCHOOL SUSPENSION

3RD OFFENSE – 3-5 DAYS OUT OF SCHOOL SUSPENSION

DISRUPTION/MISCONDUCT – Any activity that disrupts the normal functionality of the educational process.

1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE, 1-2 DAYS IN-SCHOOL SUSPENSION

SUBSEQUENT OFFENSE – 2-5 DAYS IN-SCHOOL SUSPENSION OR 1-10 DAYS OUT OF SCHOOL SUSPENSION

DISRUPTIVE/HARMFUL DEVICES – Possession or use of devices including, but not limited to – *water balloons, rocks, peashooters, firecrackers, silly string, shaving cream, etc.*

1ST OFFENSE – CONFISCATION, 1-2 DAYS IN-SCHOOL SUSPENSION

SUBSEQUENT OFFENSE – CONFISCATION, 2-6 DAYS IN-SCHOOL SUSPENSION, 3-10 DAYS OUT OF SCHOOL SUSPENSION

DRESS CODE VIOLATION – Any student that fails to follow the conditions outlined on page 10 of this handbook.

1ST OFFENSE – PRINCIPAL/PARENT/STUDENT CONFERENCE, CHANGE OF CLOTHING, 1 DAY IN-SCHOOL SUSPENSION

SUBSEQUENT OFFENSE – CHANGE OF CLOTHING, ASAP (After School Academic Program), OR 2-3 DAYS IN-SCHOOL SUSPENSION

<u>DRUGS/ALCOHOL</u> – (1) Possession, sale, purchase or distribution of any over-the-counter drug, or herbal preparation.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 5-10 DAYS IN-SCHOOL SUSPENSION OR 1-180 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSES – 1-180 DAYS OUT OF SCHOOL SUSPENSION; OR EXPULSION

(**2) Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 (c) of the Controlled Substances Act.**
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 5-10 DAYS IN-SCHOOL SUSPENSION OR 1-180 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSES – 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

(3) Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section (c) of the Controlled Substances Act. ******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION
SUBSEQUENT OFFENSES – 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

<u>ELECTRONIC DEVICES</u> – Refer to pg. 54 under TECHNOLOGY MISCONDUCT SECTION 2.

<u>EXTORTION</u> – Threatening or intimidating any person for the purpose of obtaining money or anything of value.
******POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE, 3-5 DAYS IN-SCHOOL SUSPENSION OR 1-10 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 5-10 DAYS IN-SCHOOL SUSPENSION, 1-180 DAYS OUT OF SCHOOL SUSPENSION

<u>FAILURE TO MEET CONDITIONS OF SUSPENSION</u> – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. ******POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – VERBAL WARNING, EXTENDED SUSPENSION
SUBSEQUENT OFFENSES – VERBAL WARNING, EXTENDED SUSPENSION

<u>FALSE ALARMS</u> – Tampering with emergency equipment setting off false alarms, make false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disturbing the educational environment or causing the evacuation or closure of school property.
******POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – RESTITUTION, PRINCIPAL/STUDENT CONFERENCE, 3-5 DAYS IN-SCHOOL SUSPENSION, 1-5 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSES – RESTITUTION, 5-10 DAYS IN-SCHOOL SUSPENSION, 5-10 DAYS OUT OF SCHOOL SUSPENSION

FALSIFYING DOCUMENTS – Refer to DISHONESTY on page 50 of this handbook.

FIGHTING – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
******POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE; 1-5 DAYS IN-SCHOOL SUSPENSION; 1-5 DAYS OUT OF SCHOOL SUSPENSION
2ND OFFENSE – PRINCIPAL/STUDENT CONFERENCE; 5-10 DAYS IN-SCHOOL SUSPENSION; 5-10 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSES – 10-180 DAYS OUT OF SCHOOL SUSPENSION

GAMBLING – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.
******POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE; LOSS OF PRIVELEGES; 1-3 DAYS IN-SCHOOL SUSPENSION
SUBSEQUENT OFFENSES – PRINCIPAL/STUDENT CONFERENCE; LOSS OF PRIVELEGES; 3-5 DAYS IN-SCHOOL SUSPENSION OR 1-10 DAYS OUT OF SCHOOL SUSPENSION

HAZING – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.
******POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 1-5 DAYS IN-SCHOOL SUSPENSION; 1-5 DAYS OUT OF SCHOOL SUSPENSION
2ND OFFENSE – 5-10 DAYS IN-SCHOOL SUSPENSION; 5-10 DAYS OUT OF SCHOOL SUSPENSION
3RD OFFENSE – 10-180 DAYS OUT OF SCHOOL SUSPENSION

HITTING, STRIKING, SLAPPING OR KICKING STAFF MEMBERS
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 11-180 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE - EXPULSION

INCENDIARY DEVICES – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.
1ST OFFENSE – CONFISCATION; WARNING, PRINCIPAL/STUDENT CONFERENCE, ASAP (After School Academic Program), 1-3 DAYS IN-SCHOOL SUSPENSION
SUBSEQUENT OFFENSES – CONFISCATION; PRINCIPAL/STUDENT CONFERENCE, 3-7 DAYS IN-SCHOOL SUSPENSION OR 1-10 DAYS OUT OF SCHOOL SUSPENSION

INSUBORDINATION – Choosing to purposefully disobey a teacher or authority figure's reasonable request.
1ST OFFENSE – 1-2 DAYS IN-SCHOOL SUSPENSION, ASAP (After School Academic Program), OR 3 DAYS OUT OF SCHOOL SUSPENSION
2ND OFFENSE – 3-4 DAYS IN-SCHOOL SUSPENSION, 3-6 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 5-7 IN-SCHOOL SUSPENSION OR 7-180 DAYS OUT OF SCHOOL SUSPENSION

MALICIOUS MISCHIEF – Unintentional damage to school or student property.
1ST OFFENSE – 1-3 DAYS IN-SCHOOL SUSPENSION, PLUS FINANCIAL RESTITUTION
SUBSEQUENT OFFENSE – 4-7 DAYS IN-SCHOOL SUSPENSION OR 3 DAYS OUT OF SCHOOL SUSPENSION, PLUS FINANCIAL RESTITUTION

OFFENSIVE/OBSCENE LANGUAGE AND GESTURES DIRECTED AT STAFF MEMBERS
1ST OFFENSE – 5-10 DAYS OF IN-SCHOOL SUSPENSION OR 3-5 DAYS OUT OF SCHOOL SUSPENSION
2ND OFFENSE – 10 DAYS IN-SCHOOL SUSPENSION OR 6-10 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 11-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

PROFANITY, DEGRADING, OFFENSIVE LANGUAGE AND LEWD/OBSCENE GESTURES OR LITERATURE DIRECTED AT FELLOW STUDENTS.
1ST OFFENSE – 1-2 DAYS IN-SCHOOL SUSPENSION, ASAP (After School Academic Program), OR 1-2 DAYS OUT OF SCHOOL SUSPENSION
2ND OFFENSE – 2-3 DAYS IN-SCHOOL SUSPENSION, 3 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 3-10 DAYS IN-SCHOOL SUSPENSION, 4-10 DAYS OUT OF SCHOOL SUSPENSION

PUBLIC DISPLAY OF AFFECTION – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE, , ASAP (After School Academic Program) 1-3 DAYS IN-SCHOOL SUSPENSION OR 1-3 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 3-5 DAYS IN-SCHOOL SUSPENSION OR 3 – 7 DAYS OUT OF SCHOOL SUSPENSION

SEXUAL ACTIVITY – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE, 5-10 DAYS IN-SCHOOL SUSPENSION OR 1-180 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 10-15 DAYS IN-SCHOOL SUSPENSION OR 1-180 DAYS OUT OF SCHOOL SUSPENSION

SEXUAL HARASSMENT – (1) Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE, 5-10 DAYS IN-SCHOOL SUSPENSION, 1-180 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 10-15 DAYS IN-SCHOOL SUSPENSION, 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

(2) Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 5-10 DAYS IN-SCHOOL SUSPENSION, 1-180 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 10-15 DAYS IN-SCHOOL SUSPENSION, 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

<u>SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL</u> – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

******REFERRAL TO JUVENILE/POLICE DEPARTMENT******

1ST OFFENSE – CONFISCATION, PRINCIPAL/STUDENT CONFERENCE, ASAP (After School Academic Program) , 1-5 DAYS IN-SCHOOL SUSPENSION, 1-10 DAYS OUT OF SCHOOL SUSPENSION

SUBSEQUENT OFFENSE – CONFISCATION, 5-10 DAYS IN-SCHOOL SUSPENSION, 11-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

<u>TARDIES</u> – Refer to page 44 of student handbook – students are disciplined for tardies they accumulate PER QUARTER.

1ST OFFENSE – 4TH TARDY – SCHOOL REACH CALL OR PARENT LETTER

2ND OFFENSE – 5TH TARDY – ASAP (After School Academic Program)

3RD OFFENSE – 6TH TARDY – 1 DAY IN-SCHOOL SUSPENSION/PARENT CONFERENCE

4TH OFFENSE – 7TH TARDY – 2 DAYS IN-SCHOOL SUSPENSION/PARENT CONFERENCE

5TH OFFENSE – 8TH TARDY – AND EACH ONE THEREAFTER, 2 DAYS IN-SCHOOL SUSPENSION FOR EACH TARDY/PARENT CONFERENCE

<u>TECHNOLOGY MISCONDUCT –</u> (1) Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

1ST OFFENSE – RESTITUTION, PRINCIPAL/STUDENT CONFERENCE, LOSS OF USER PRIVILEGES, ASAP (After School Academic Program), 1-5 DAYS OF IN-SCHOOL SUSPENSION, OR 1-10 DAYS OUT OF SCHOOL SUSPENSION

SUBSEQUENT OFFENSE – RESTITUTION, LOSS OF USERE PRIVILEGES, 11-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

(2) Using, displaying or turning on personal audio devices, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. Students may use electronic devices prior to 7:40 a.m. and after 3:15 p.m.

1ST OFFENSE – CONFISCATION, PRINCIPAL/STUDENT CONFERENCE

SUBSEQUENT OFFENSE – CONFISCATION, 2 DAYS IN-SCHOOL SUSPENSION, OR ASAP (After School Academic Program)

(3) Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB-AP.

1ST OFFENSE – RESTITUION, PRINCIPAL/STUDENT CONFERENCE, ASAP (After School Academic Program), 1-5 DAYS IN-SCHOOL SUSPENSION SUBSEQUENT OFFENSE – RESTITUTION, LOSS OF USER PRIVILEGES, 5-10 DAYS IN-SCHOOL SUSPENSION, 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

(4) Use of audio or visual recording equipment in violation of Board policy KKB.
1ST OFFENSE – CONFISCATION, PRINCIPAL/STUDENT CONFERENCE, ASAP (After School Academic Program) OR 1-3 DAYS IN-SCHOOL SUSPENSION SUBSEQUENT OFFENSE – CONFISCATION, PRINCIPAL/STUDENT CONFERENCE, 3-5 DAYS IN-SCHOOL SUSPENSION OR 1-10 DAYS OUT OF SCHOOL SUSPENSION

THEFT – Theft, attempted theft or knowing possession of stolen property.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – RETURN OF OR RESTITUION FOR PROPERTY, PRINCIPAL/STUDENT CONFERENCE, ASAP (After School Academic Program), 1-3 DAYS IN- SCHOOL SUSPENSION OR 1-180 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – RETURN OF OR RESTITUTION FOR PROPERTY, 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

THREATS OR VERBAL ASSAULT – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE, 1-5 DAYS IN-SCHOOL SUSPENSION, 1-5 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 5-10 DAYS IN-SCHOOL SUSPENSION, 5-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

TOBACCO – (1) Possession of any tobacco products on school grounds, school transportation or at any school activity.
1ST OFFENSE – CONFISCATION OF TOBACCO PRODUCT, PRINCIPAL/STUDENT CONFERENCE, 1-3 DAYS IN-SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – CONFISCATION OF TOBACCO PRODUCT, 3-5 DAYS IN-SCHOOL SUSPENSION OR 1-10 DAYS OUT OF SCHOOL SUSPENSION

(2) Use of any tobacco products on school grounds, school transportation or at any school activity.
1ST OFFENSE – CONFISCATION OF TOBACCO PRODUCT, PRINCIPAL/STUDENT CONFERENCE, 3-5 DAYS IN-SCHOOL SUSPENSION OR 3 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – CONFISCATION OF TOBACCO PRODUCT, 5-10 DAYS IN-SCHOOL SUSPENSION, 3-5 DAYS OUT OF SCHOOL SUSPENSION

TRUANCY – Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE ASAP (After School Academic Program), , OR 1-3 DAYS IN-SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – ASAP (After School Academic Program) OR 3-10 DAYS IN-SCHOOL SUSPENSION

UNAUTHORIZED ENTRY – Entering or assisting any other person to enter a district facility, office, locker or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – PRINCIPAL/STUDENT CONFERENCE, 1-5 IN-SCHOOL SUSPENSION OR 1-180 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

<u>UNDESIGNATED AREA AND/OR MIXING WITH MIDDLE SCHOOL STUDENTS</u> – Refer to pg. 13 of the student handbook
1ST OFFENSE – PRINCIPAL CONFERENCE/WARNING AND/OR 1 DAY IN-SCHOOL SUSPENSION
2ND OFFENSE – 1 DAY IN-SCHOOL SUSPENSION
3RD OFFENSE – 1-2 DAYS IN-SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 2-5 DAYS IN-SCHOOL SUSPENSION

<u>VANDALISM</u> – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – RESTITUTION, PRINCIPAL/STUDENT CONFERENCE, ASAP (After School Academic Program), 1-5 DAYS IN-SCHOOL SUSPENSION OR 1-10 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – RESTITUTION, 6-10 DAYS IN-SCHOOL SUSPENSION OR 11-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION

<u>WEAPONS</u> – (1) Possession or use of any weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities – ***A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or to harm another person.***
******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 5-10 DAYS OUT OF SCHOOL SUSPENSION, 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION
SUBSEQUENT OFFENSE – 1-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION
(2) Possession of Dangerous Device ******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 10 DAYS OUT OF SCHOOL SUSPENSION
SUBSEQUENT OFFENSE – 11-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION
(3) ATTEMPTED USE OF A DANGEROUS DEVICE ******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – 11-180 DAYS OUT OF SCHOOL SUSPENSION OR EXPULSION
SUBSEQUENT OFFENSE – EXPULSION
(4) USE OF A DANGEROUS DEVICE ******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – EXPULSION
(5) USE AND OR POSSESION OF GUNS/WEAPONS/EXPLOSIVES ******REFERRAL TO JUVENILE/POLICE DEPARTMENT******
1ST OFFENSE – EXPULSION FOR ONE FULL CALENDAR YEAR
SUBSEQUENT OFFENSE – PERMANENT EXPULSION

EXTRA/CO – CURRICULAR DISCIPLINE CODE

The Houston R-I School Extra/Co-Curricular discipline code is a guideline for Extra/Co-curricular discipline. Participation in those programs at Houston is a privilege and must maintain a high standard of good discipline.

Athletes who engage in criminal activity or violations of civil law may be denied participation in an athletic program. (By-Law MSHSAA 212) Recognizing the varying degrees of the severity of the violations the administration and athletic staff may advance an athlete beyond the offense category after conferring with the athletic director and/or building principal.

Athletes shall abide by additional rules and regulations presented normally to all team members of a particular sport by the coaching staff.

The athletic department will stress to all athletes the citizenship standards for eligibility. Refer to activities handout; citizenship (Eligible to Participate).

It is the policy of the activities department and coaching staff that any action taken by a coach, under the general rules and regulations, against an athlete can result in an indefinite suspension for the athlete from that team. An infraction must be observed by a teacher (supervising that event), coach, school administrator, a member of any law enforcement agency, or the parent of the athlete in violation or self-reported and/or confession by athlete. In the event of any infraction of these policies or rules, the following procedures will take place:

1. The coach/advisor must inform the athlete either verbally or in writing about any infraction and the subsequent consequences. The coach/advisor will then conduct an informal hearing to allow the athlete to explain his/her actions.

2. The coach/advisor must contact the athlete's parents, athletic director, and principal--either verbally or in writing--that the athlete is being denied participation. The coach must also explain the appeal process.

3. In keeping with due-process procedures, if requested by the parent, a hearing involving the athlete, his/her parents, the involved coach, the athletic director, and the high school principal may be held. At that hearing, the denial of participation may be given definite duration or it may be lifted.

4. If an athlete or parent is dissatisfied with disciplinary decisions concerning that individual they will be given the opportunity to discuss the circumstance through the following channels:

A parent should schedule a meeting that is appropriate and convenient for all parties involved, when necessary. Coaches are instructed not to conduct meetings before or after athletic contests.

Three Strike Policy:
The athletic department has adopted a three strike and you are out policy. Eligibility to represent Houston Schools in any athletic program is a **PRIVILEGE.** All student athletes will meet the standards set by the Missouri State High School Activities Association, Houston Schools, and the organization or team. Because a student must be a creditable citizen (MSHSAA By-Law 212.0) and judged so by the proper school authority certifying a list of students for competition, a student must conduct him or herself in such a manner that is in accord with the standards of good discipline.

A middle school student who receives an accumulation of three strikes during his middle school eligibility will be ineligible for participation in middle school athletics.
A high school student who receives an accumulation of three strikes during their high school eligibility will be ineligible for participation in high school athletics.

If there is a conviction that is pending, the athlete may not participate until they are cleared of the charges.

The head coach or sponsor is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations, and the policies were of such a nature as to warrant it.

STUDENTS MAY NOT BE ELIGIBLE TO PARTICIPATE IN ACTIVITES IF THEY HAVE IN-SCHOOL SUSPENSION ON THE DAY OF THE EVENT.

Eligibility for student begins when:

A) Middle School- when a student is promoted from 6th grade into 7th grade
B) High School- when a student is promoted from 8th grade into the 9th grade.

ATHLETIC DISCIPLINE CODE

INCIDENT	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Felonies Convictions as charged by juvenile or police	Suspended for the remainder of the sports season 1 Strike	Same as 1st offense 1 Strike	Dismissal from athletic participation
Misdemeanors Convictions as charged by juvenile or police (Excluding minor traffic violations.)	Partial to multiple game suspension Pending coaches' conference with A.D. 1 Strike	One to multiple game suspensions Pending coaches' conference with A.D. 1 Strike	Dismissal from athletic participation
Possession, Use, Transmission, Sharing, or Under the Influence of legal or illegal drugs, alcohol, or prescribed medication.	Partial to multiple game suspensions Pending coaches' conference with A.D. 1 Strike	Suspended for the remainder of the sports season 1 Strike	Dismissal from athletic participation 1 Strike
Use of Tobacco products.	Conference with coach and a double aerobic reminder Possible partial to one game suspension	1-3 game suspension 1 Strike	Suspended for the remainder of the sports season

ATHLETIC DISCIPLINE CODE

INCIDENT	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
Students placed in I.S.S. violating athletic citizenship standards	Conference with coach and an aerobic reminder	Conference with coach and a double aerobic reminder	Partial to multiple game suspension	Partial to multiple game suspension 1 Strike	Suspended for the remainder of the sports season
Violation of Athletic Citizenship Standards.	Conference with coach and an aerobic reminder	Conference with coach and a double aerobic reminder	Partial to one game suspension	Partial to multiple game suspension	Partial to multiple game suspension
Fighting (in/out of school)	One game suspension	One to multiple game suspension 1 Strike	Multiple game suspension 1 Strike	Multiple game suspension 1 Strike	

*All offenses not indicated above, will be referred to the Student Discipline Code. The staff is vested with the authority, after conferencing with the athletic director, to advance the student beyond the offense category where the offense would normally fall, or to the Student Discipline Code if the violation(s) is of such nature to warrant it.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. School districts comprising the Exceptional Child Cooperative assure they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

School districts comprising the Exceptional Child Cooperative assure they will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

School districts comprising the Exceptional Child Cooperative assure that personally identifiable information collected, used or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the education record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

School districts comprising the Exceptional Child Cooperative have developed Local Compliance Plans for the implementation of the State Regulations for the Individuals with Disabilities Education Act (IDEA). These plans contain the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General education Provision Act (GEPA). These plans are available for public review at your local school district during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact an administrative office at your school district.

All School Districts, which are members of the Exceptional Child Cooperative, assure they will comply with the requirements of this notice. Member districts are: Cabool R-IV, Eminence R-I, Green Forest R-II, Houston R-I, Licking R-VIII, Oak Hill R-I, Phelps Co. R-III, Plato R-V, Raymondville R-VII, Success R-VI, and Summersville R-II.

This notice will be provided in native languages as appropriate.

No Child Left Behind

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by Para-professionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has taught for four or more consecutive weeks by, a teacher who is not highly qualified.

HOUSTON HIGH SCHOOL

An A+ Designated School
HOME OF THE TIGERS

423 W. Pine Street
Houston, Missouri 65483
Phone: (417) 967-3024 Ext. 451

Charlie Malam, Principal
Jody Jarrett, Assistant Principal
Fax: (417) 967-3669

August 16, 2012

I, _____, and my parents, _____,

have read and understand all content within this student handbook for the 2012-2013 school year.

Student's Signature_____Date_____

Parent's Signature_____Date_____

Please turn in this form to your MENTOR Teacher by August 24, 2012